



DEFENSE MESSAGE SYSTEM - USER AGENT



DMS Releaser's/End User Course Overview

**Presented by: The Quantico DMS
Team.**



Introductions

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Course Topics

- What Is DMS?
- The DMS Outlook Client
 - Opening DMS Outlook
 - The DMS Buttons in Outlook
- The Directory
 - Accessing the Directory
 - Adding an Address into the PAB
 - Setting a Base DN
 - Accessing “PAB-ed” Addresses in Outlook
 - Personal Distribution Lists



Course Topics

- Autodin PLAs
 - Adding Autodin PLAs
 - The Search Feature
 - Adding Autodin Office Codes
 - DMS Office Codes
 - Autodin Restrictions



Course Topics

- The Fortezza Card
 - Introduction to the Fortezza Card
 - Logging into the Fortezza Card
 - Fortezza Troubleshooting
- Receiving DMS Messages
 - Commercial Email (P42), Military Email (P772), Signed Military (Signed P772), Encrypted Military (Encrypted P772)
 - Opening DMS Email
 - Removing Message Properties Dialog Box
 - Reviewing Message Properties of a DMS Message Received



Course Topics

- Sending DMS Messages
 - Subject & Body
 - Introduction to Military Properties
 - Choosing Precedence, Classification, & Encryption
 - Date Time Group and Other Properties
- CMP/JMPS (The New MTF)
 - What is it?
 - What does it do?



Course Topics

- Live Environment Practical Application using CMP/JMPS with DMS
- Conclusion
 - Additional Sources of Information
 - Who to Go to For Help?



WHAT IS DMS?



What Is DMS?

- DMS - Defense Message System
- Replaces AUTODIN system which delivered Naval Messages (i.e., Gate Guard, MDS)
- Uses a window-based product to set and view Naval Message properties such as precedence, date time group, classification, etc.
- Uses a hardware device to provide security and non-repudiation (Fortezza Card)
- Has a Global Directory (i.e. - Phone Book) of all operational DMS Units



THE DMS OUTLOOK CLIENT

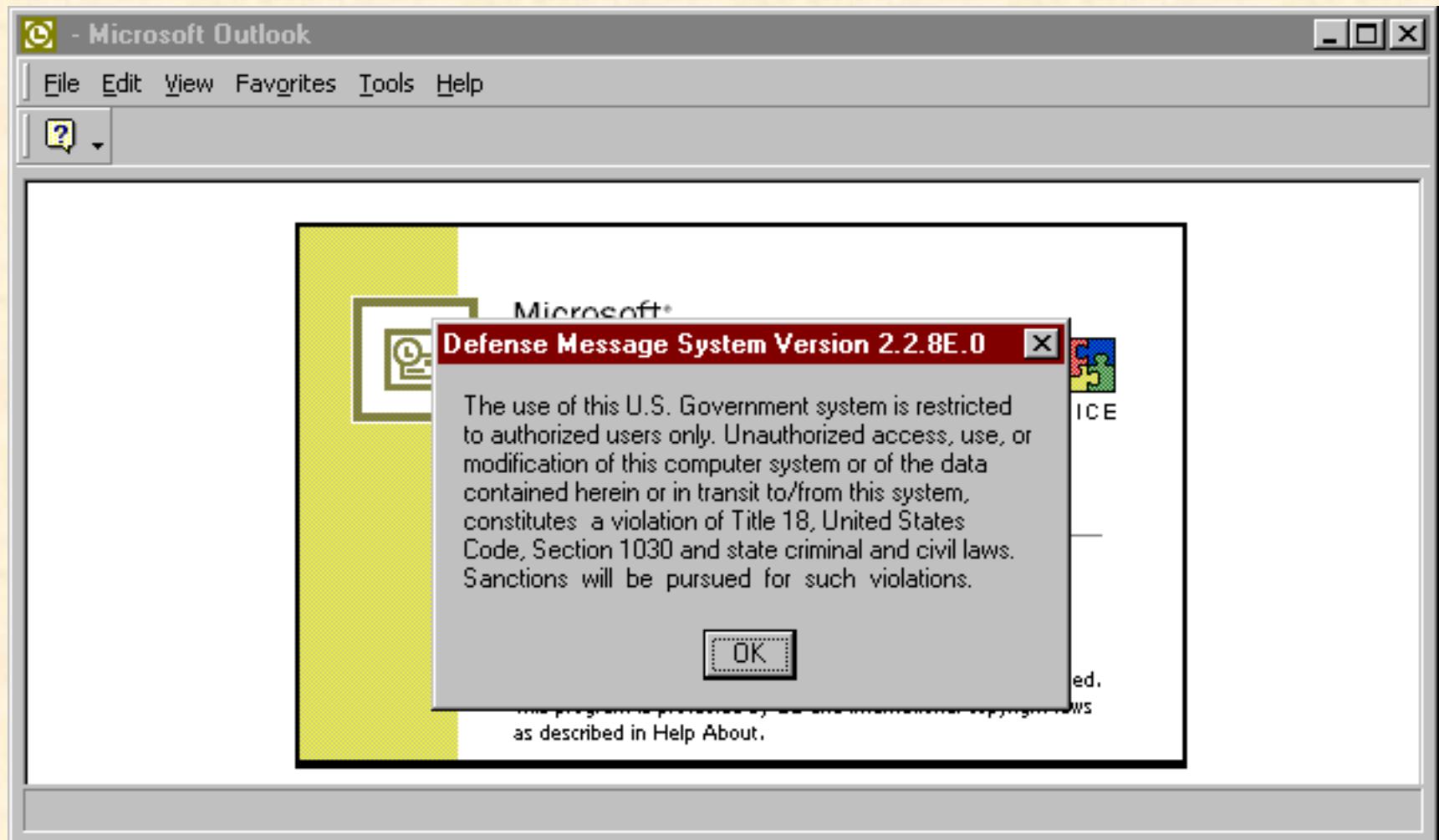


Opening DMS Outlook

- Click on the Outlook icon on your desktop
- Outlook will open along with a Defense Message System disclaimer
 - The disclaimer informs the user that this system is restricted to authorized users only
 - Read the disclaimer and click the OK button to continue



Opening DMS Outlook



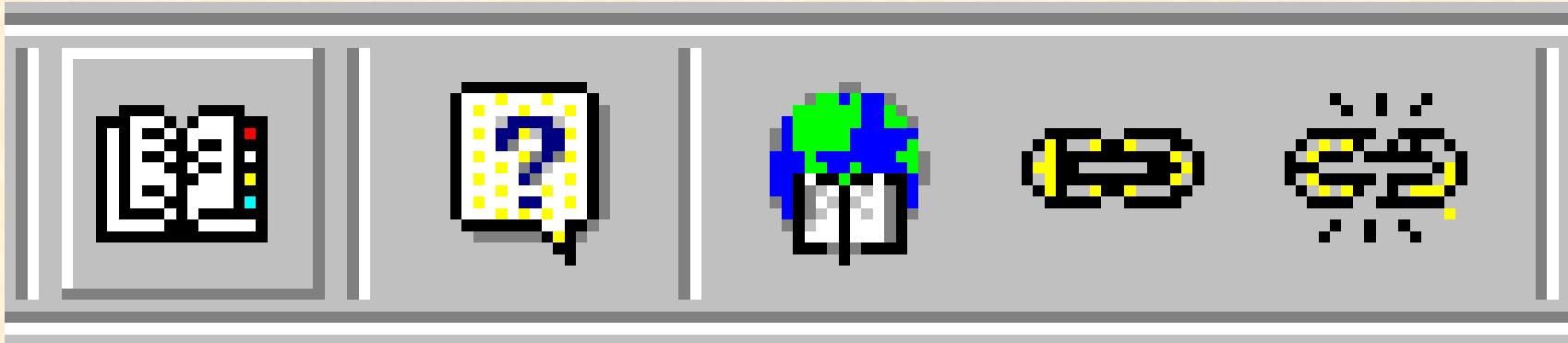


The DMS Buttons In Outlook

- There are three new buttons in the DMS Microsoft Outlook toolbar
 - Directory User Agent (DUA) Browser button: Used to access the DMS Global Directory
 - Fortezza Logon: Used to log onto a fortezza card
 - Fortezza Logoff: Used to log off of a fortezza card



The DMS Buttons In Outlook



- (1) Directory User Agent (DUA) ⁽¹⁾ Browser
- (2) Fortezza Card Logon
- (3) Fortezza Card Logoff

(2)



THE DIRECTORY



Accessing The DMS Directory

- What is the DMS Directory?
 - Called X.500 Directory
 - Uses a format that is recognized by multiple commercial products.
 - Contains organizations from all DoD Services and Agencies
 - You will use this to populate your Personal Address Book with all of your DMS addressees
- Required to send encrypted DMS messages



Accessing The DMS Directory

- Use the Browser to access the Global DMS Directory which contains current addressing information required to send DMS messages
- Two ways to access the Directory Information Tree (DIT) Browser [Directory User Agent (DUA) Browser]
 - Access from Desktop
 - Access from toolbar in Outlook



Outlook Toolbar



Desktop Icon



Accessing The DMS Directory

- Click on either icon, wait till the program opens up, and then “drill” down through the tree-like directory to find your desired address (see the following sequence of slides)
- Open up each new level of the “tree” by either double-clicking the level you want to open up, or clicking the plus sign next to it
- For Marine bases go to:
 - /c=us/o=u.s.
government/ou=dod/ou=usmc/ou=organizations



Accessing The DMS Directory

Directory Browser - [c=US]

File Edit View Window Help

C=US

Attribute Type	Attribute Value
DistinguishedName	C=US
objectClass	ocCountry + ocTop
c	US
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



Accessing The DMS Directory

Directory Browser - [c=US]

File Edit View Window Help

C=US

- o=U.S. Government
- o=U.S. National

Attribute Type	Attribute Value
DistinguishedName	C=US
objectClass	ocCountry + ocTop
c	US
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



Accessing The DMS Directory

Directory Browser - [o=U.S. Government, c=US]

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	o=U.S. Government, c=US
objectClass	ocOrganization + ocTop
o	U.S. Government
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	o=U.S. Government, c=US
objectClass	ocOrganization + ocTop
o	U.S. Government
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



Accessing The DMS Directory

Directory Browser - [ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	ou=DoD, o=U.S. Government, c=US
objectClass	ocOrganizationalUnit + ocTop
ou	DoD
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP

The screenshot shows the Directory Browser application interface. The left pane displays a tree view of the directory structure under 'C=US'. The 'ou=DoD' entry is selected and highlighted in yellow. The right pane shows a table of attributes for the selected entry. The table has two columns: 'Attribute Type' and 'Attribute Value'. The attributes listed are DistinguishedName, objectClass, ou, FromEntry, and AliasDeReferenced. The values are: ou=DoD, o=U.S. Government, c=US; ocOrganizationalUnit + ocTop; DoD; FALSE; FALSE (Default). The bottom status bar shows the IP address 138.156.98.14+17003 and the acronym DAP.



Accessing The DMS Directory

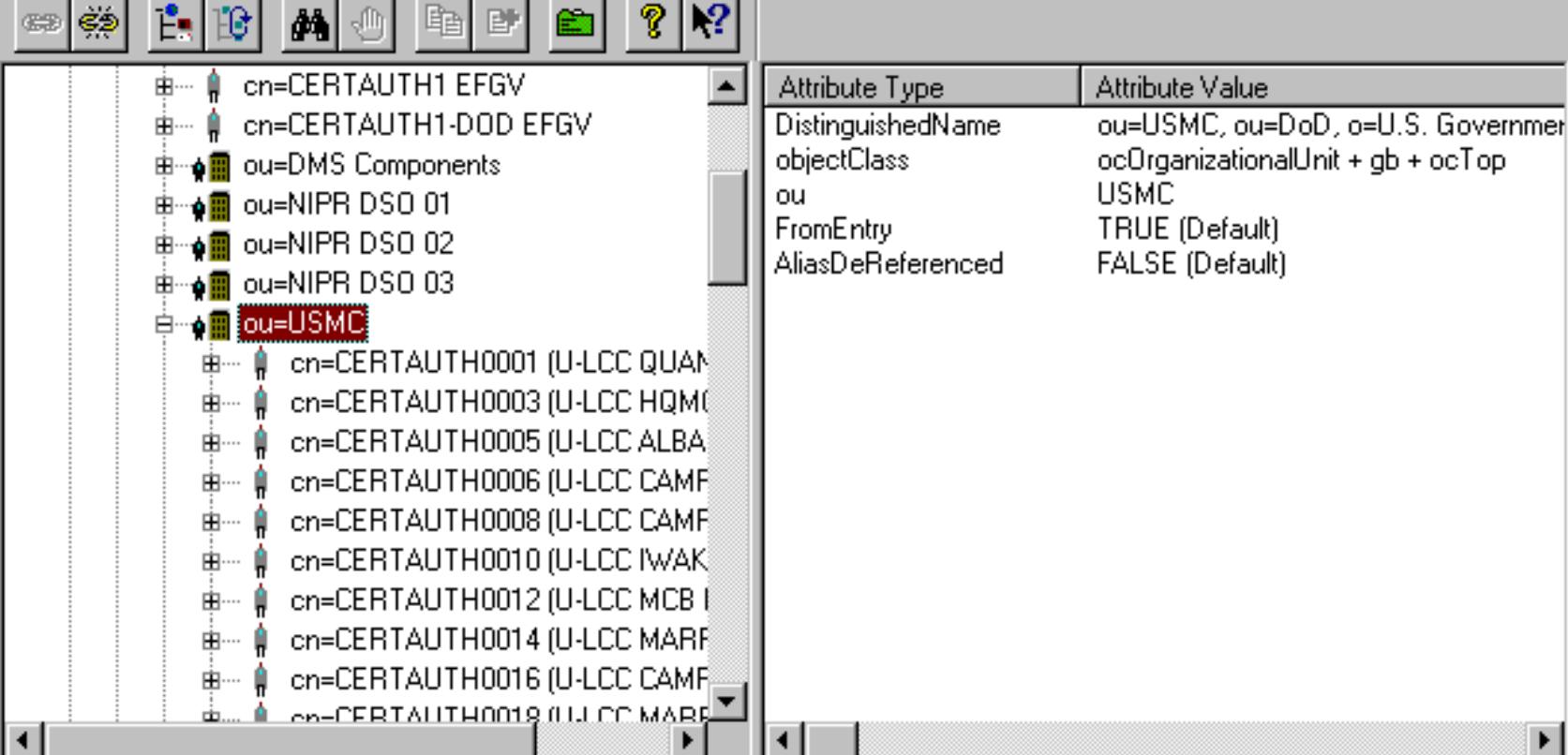
Directory Browser - [ou=USMC, ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	ou=USMC, ou=DoD, o=U.S. Government
objectClass	ocOrganizationalUnit + gb + ocTop
ou	USMC
FromEntry	TRUE (Default)
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP





Accessing The DMS Directory

Directory Browser - [ou=Organizations, ou=USMC, ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	ou=Organizations, ou=USMC, ou=DoD, ocOrganizationalUnit + gb + ocTop
objectClass	Organizations
ou	FromEntry
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

cn=CERTAUTH0016 (U-LCC CAMP LEJEUNE NC)
cn=CERTAUTH0018 (U-LCC MARFORLANT)
cn=CERTAUTH0021 (U-LCC CHERRY POINT)
cn=CERTAUTH0023 (U-LCC BEAUFORT SC)
cn=CERTAUTH0025 (U-LCC-PARRIS ISLAND)
cn=CERTAUTH0027 (U-LCC 29 PALMS CA)
cn=CERTAUTH0029 (U-LCC BARSTOW CA)
cn=CERTAUTH0031 (U-LCC MARFORRES)
cn=CERTAUTH0033 (U-LCC YUMA AZ)
cn=CERTAUTH0035 (U-LCC SAN DIEGO CA)
cn=CERTAUTH0037 (U-LCC MIRAMAR CA)
cn=CERTAUTH0039 (U-LCC MARFOREUR)
cn=CERTAUTH0041 (U-MCB QUANTICO VA)
ou=Deployed
ou=Mail Lists
ou=Organizations

For Help, press F1 138.156.98.14+17003 DAP



Accessing The DMS Directory

Directory Browser - [ou=Organizations, ou=USMC, ou=DoD, o=U.S. Government, c=US]

File Edit View Window Help

cn=CERTAUTH0041 (U-MCB QUANTICO VA)
ou=Deployed
ou=Mail Lists
ou=Organizations
I=DMS COC MITNOC QUANTICO VA
I=HQMC WASHINGTON DC
I=MAGTF TRNGCOM 29 PALMS CA
I=MARFOREUR
I=MARFORLANT VA
I=MARFORPAC
I=MARFORRES
I=MARFOR SOUTH
I=MCAS BEAUFORT SC
I=MCAS CHERRY POINT NC
I=MCAS IWAKUNI JP
I=MCAS MIRAMAR CA
I=MCAS YUMA AZ

Attribute Type	Attribute Value
DistinguishedName	ou=Organizations, ou=USMC, ou=DoD, ocOrganizationalUnit + gb + ocTop
objectClass	ou
ou	Organizations
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



Accessing The DMS Directory

Directory Browser - [I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=DoD, o=U.S. Gov...

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	I=MCB QUANTICO VA, ou=Organization
objectClass	ocLocality + ocTop
I	MCB QUANTICO VA
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

I=MCAS BEAUFORT SC
I=MCAS CHERRY POINT NC
I=MCAS IWAKUNI JP
I=MCAS MIRAMAR CA
I=MCAS YUMA AZ
I=MCB CAMP BUTLER JP
I=MCB CAMP LEJEUNE NC
I=MCB CAMP PENDLETON CA
I=MCB QUANTICO VA
 ou=CBIRF(n)
 ou=CG EDCOM PRES MCU(n)
 ou=CG MCwL(n)
 ou=CG TECOM(n)
 ou=CG TRNGCOM(n)
 ou=CLASSROOM USERS
 ou=COMMARCOMCORPSYSQUANTICO V
 ou=Local Distribution

For Help, press F1 138.156.98.14+17003 DAP



Accessing The DMS Directory

Directory Browser - [ou=CG TECOM(n), I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=...]

File Edit View Window Help

Attribute Type Attribute Value

DistinguishedName	ou=CG TECOM(n), I=MCB QUANTICO VA, ou=OrganizationalUnit + ou=Organization, ou=USMC, ou=...
objectClass	top, organizationalUnit, ocOrganization
ou	CG TECOM(n)
preferredDelivery	{asn.1}0a0102
associatedPLA	plaName=CG TECOM QUANTICO VA, o...
dmsOwningCountry	US
mhsORAddresses	/OU=CG TECOM QUANTICO VA/OU=...
mosaicKMANDSigCertifi...	{asn.1}30820295308202590202019030
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

For Help, press F1 138.156.98.14+17003 DAP



Adding An Address Into The PAB

- To add an address into your Personal Address book (PAB):
 - Access the DIT/DUA Browser
 - Go down through the directory, and highlight the address you want to add into your PAB - it usually has a "(n)" behind it
 - Select "Edit" on toolbar and click on "Add to PAB"
 - Exit DIT/DUA Browser
- The address has now been "PAB-ed" (added to your Personal Address Book) and can be accessed in Outlook



Adding An Address Into The PAB

Directory Browser - [ou=CG TECOM(n), I=MCB QUANTICO VA, ou=Organizations, ou=USMC, ou=...]

File Edit View Window Help

Copy Ctrl+C Add to PAB Ctrl+A

Attribute Type	Attribute Value
DistinguishedName	ou=CG TECOM(n), I=MCB QUANTICO VA, ou=OrganizationalUnit, ou=Organization, ou=USMC, ou=Organizations, ou=USMC, ou=...
objectClass	o, organizationalUnit, ocOrganization
ou	CG TECOM(n)
preferredDelivery	{asn.1}0a0102
associatedPLA	plaName=CG TECOM QUANTICO VA, o=USMC, ou=OrganizationalUnit, ou=Organization, ou=USMC, ou=Organizations, ou=USMC, ou=...
dmsOwningCountry	US
mhsORAddresses	/OU=CG TECOM QUANTICO VA/OU=...
mosaicKMandSigCertifi...	{asn.1}30820295308202590202019030
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

Add current select to personal address box 138.156.98.14+17003 DAP



Setting A Base DN

- An easier way to access DMS addresses is to set a default with the Browser
 - Open Directory Browser
 - Click on the View Tab on the Menu bar
 - Click on Options on the pull down menu
 - In the “Base DN” block of the Primary DSA enter:
 - OU=DoD, O=U.S. Government, C=US
 - This will default you to the DMS Organizations directory--all DoD



Setting A Base DN

Directory Browser - [c=US]

File Edit View Window Help

Toolbar Status Bar Display Attributes

Refresh F5 Options...

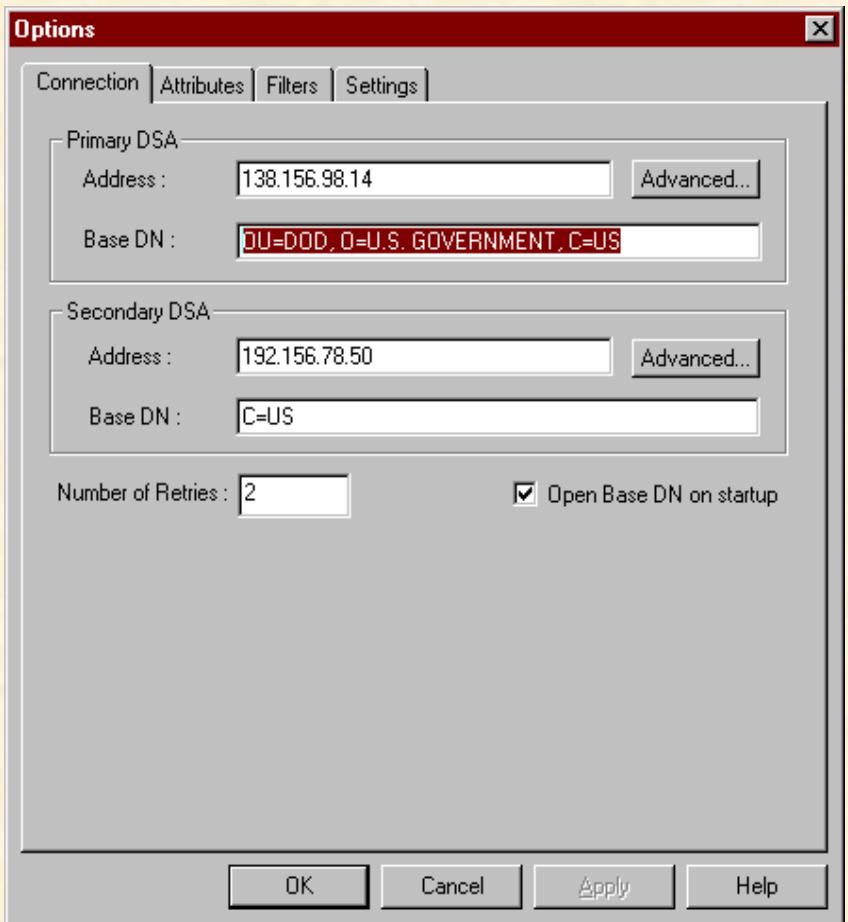
C=US

Attribute Type	Attribute Value
DistinguishedName	C=US
objectClass	ocCountry + ocTop
c	US
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

Change Options 138.156.98.14+17003 DAP



Setting A Base DN



- After you entered your desired starting point, click “OK”
- Next time you open the DIT Browser, you will start at your desired place



Setting A Base DN

Directory Browser - [ou=DOD, o=U.S. GOVERNMENT, c=US]

File Edit View Window Help

Attribute Type Attribute Value

Attribute Type	Attribute Value
DistinguishedName	OU=DOD, O=U.S. GOVERNMENT, C=US
objectClass	ocOrganizationalUnit + ocTop
ou	DoD
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)

OU-DOD

- cn=CERTAUTH1 EFGV
- cn=CERTAUTH1-DOD EFGV
- ou=DMS Components
- ou=NIPR DSO 01
- ou=NIPR DSO 02
- ou=NIPR DSO 03
- ou=USMC
- ou=AF
- ou=Army
- ou=AUTODIN PLAs
- ou=CCEB
- ou=CENTCOM
- ou=CFC
- ou=Contractor
- ou=DCMA
- ou=DFAS
- ou=DIA

For Help, press F1 138.156.98.14+17003 DAP

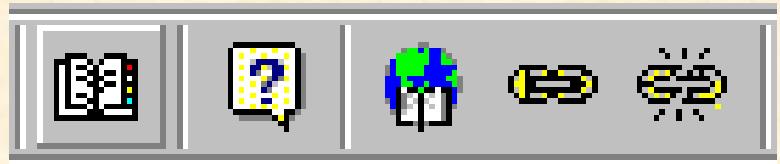


Accessing “PAB-ed” Addresses In Outlook

- Access Outlook
- Click on Address Book Icon on Outlook Toolbar
- In the upper right-hand corner of your Address Book, in “Show Names from the,” select “Personal Address Book”
- Select DMS address - usually has an “(n)” behind it
 - Verify address information by right clicking and selecting properties
 - In the Display Name box, you can type a unique name for the address



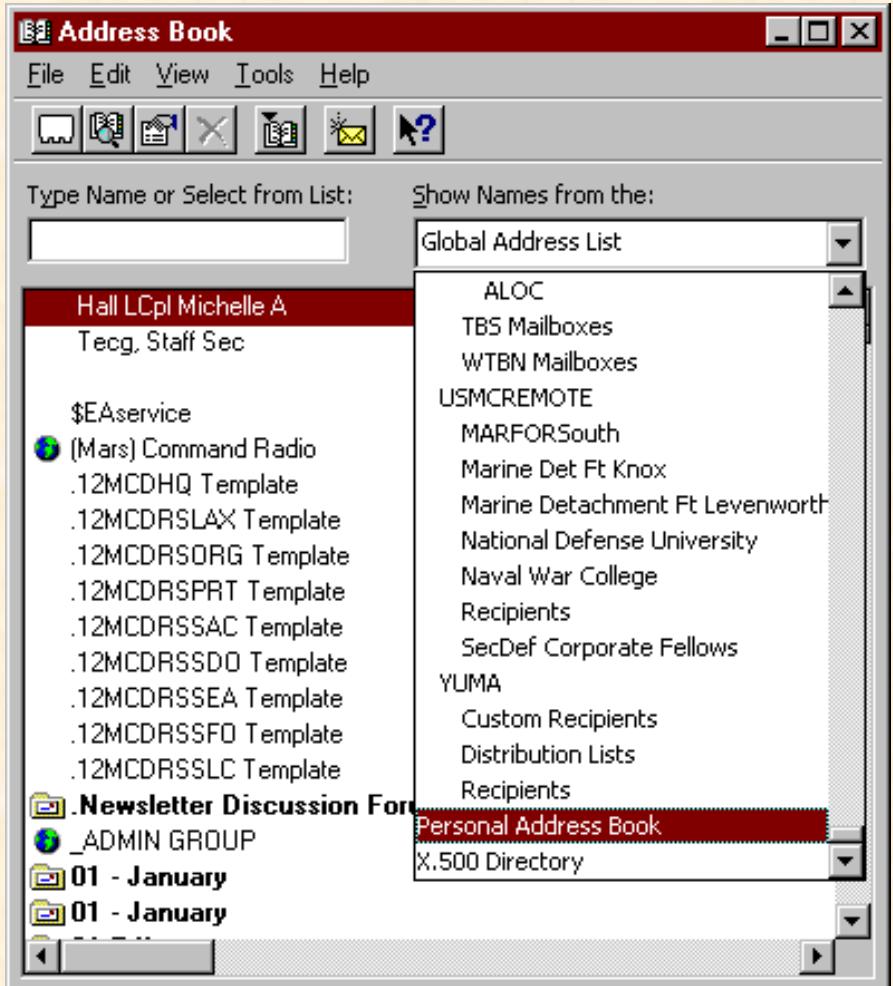
Accessing “PAB-ed” Addresses In Outlook



1

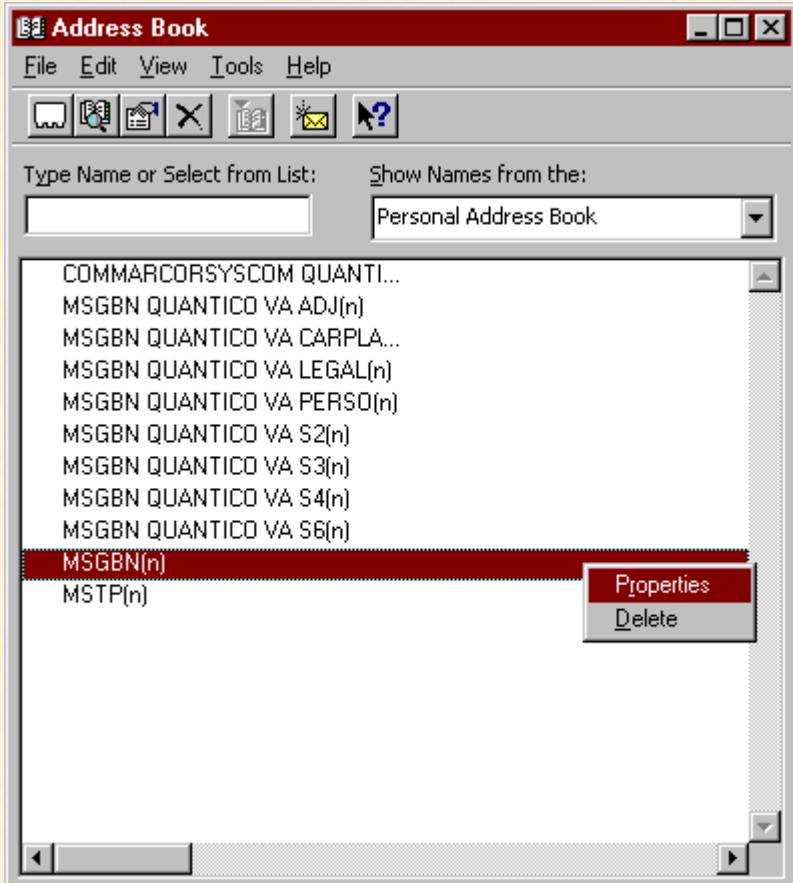
(1)

(2)





Accessing “PAB-ed” Addresses in Outlook



↔ (3) (4)

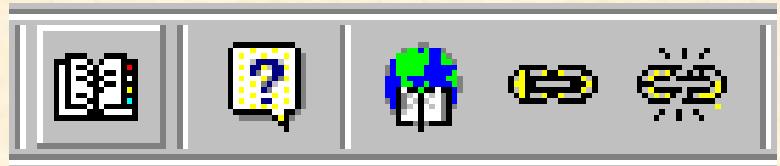


Personal Distribution Lists

- Personal Distribution Lists can help manage your PAB-ed DMS addresses, so groups of frequently used addresses can be sent to easily
- Steps To Create a Personal Distribution list:
 - Click on Address Book Icon on Outlook Toolbar
 - In the upper right-hand corner of your Address Book, in “Show Names from the,” select “Personal Address Book”
 - Click on “New Entry” button (or go to “File” ⇒ “New Entry”)
 - Select “Personal Distribution” List



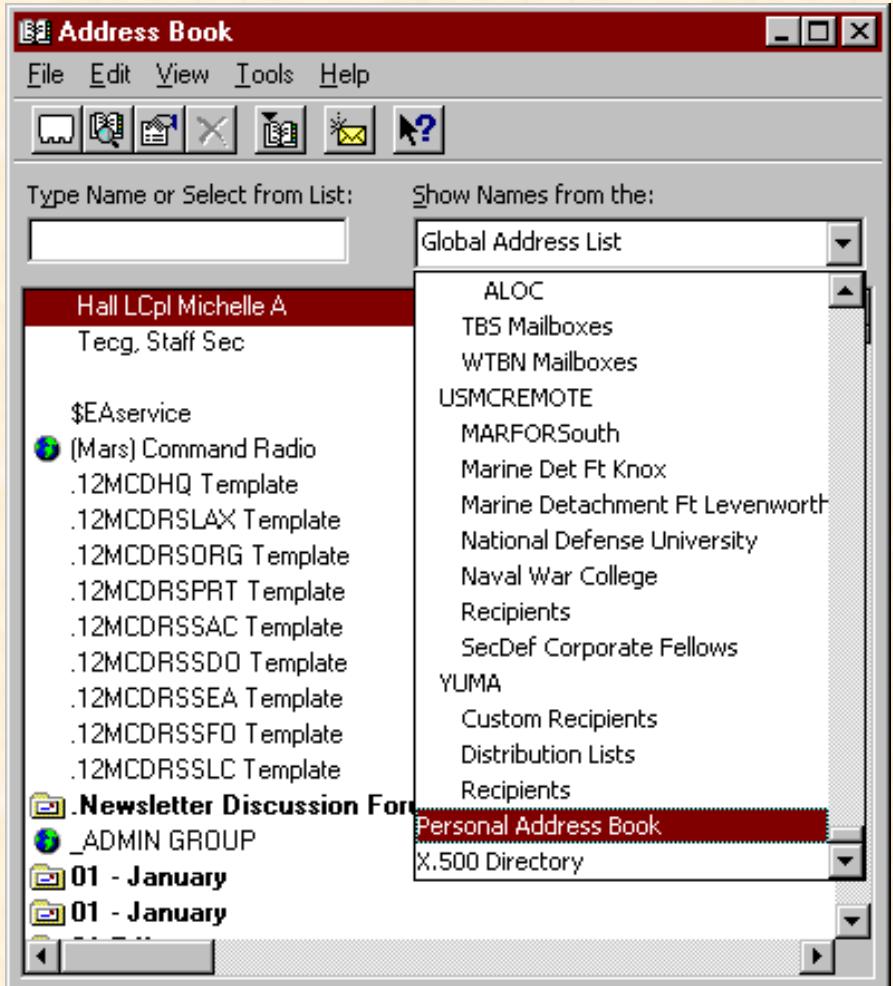
Personal Distribution Lists



1

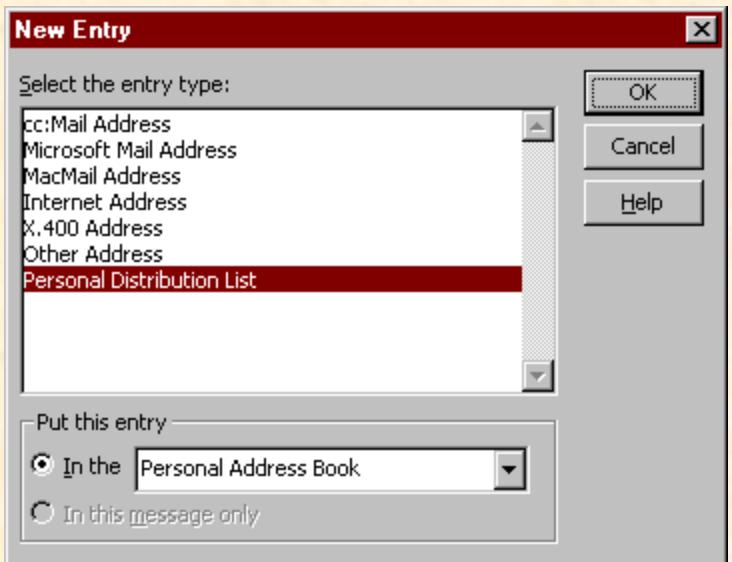
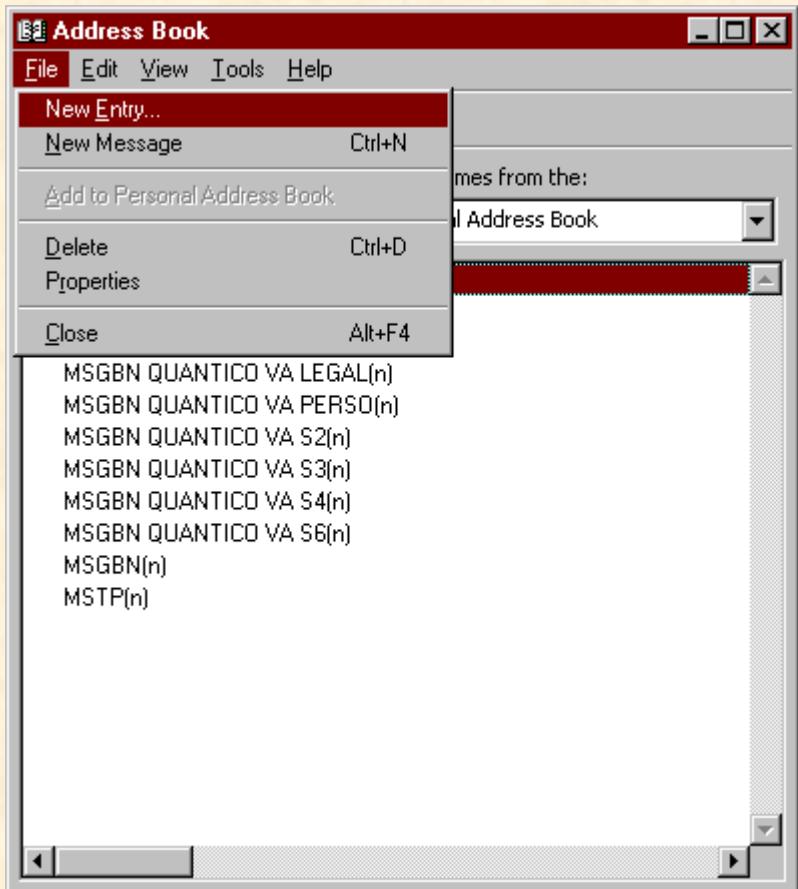
(1)

(2)





Personal Distribution Lists



⇒ (□)
↔ (□)
⇒ (□)



Personal Distribution Lists

- Steps To Create a Personal Distribution list (continued):
 - Give Personal Distribution List a name
 - Example: MTCC All
 - Click on “Add/Remove Members” button
 - Select address and click on Members button to add it to the Personal Distribution List
 - Example: MTCC QUANTICO VA
 - Click on “OK”, then click “OK” again



Personal Distribution Lists

New Personal Distribution List Properties

Distribution List Notes

Name: MTCC ALL

Add/Remove Members...

Send Options...

OK Cancel Apply Help

Edit Members of MTCC ALL

Show Names from the: Personal Address Book

Type Name or Select from List:

Personal Distribution List

MTCC QUANTICO VA

Members ->

MTCC QUANTICO VA

New... Properties Find...

OK Cancel Help



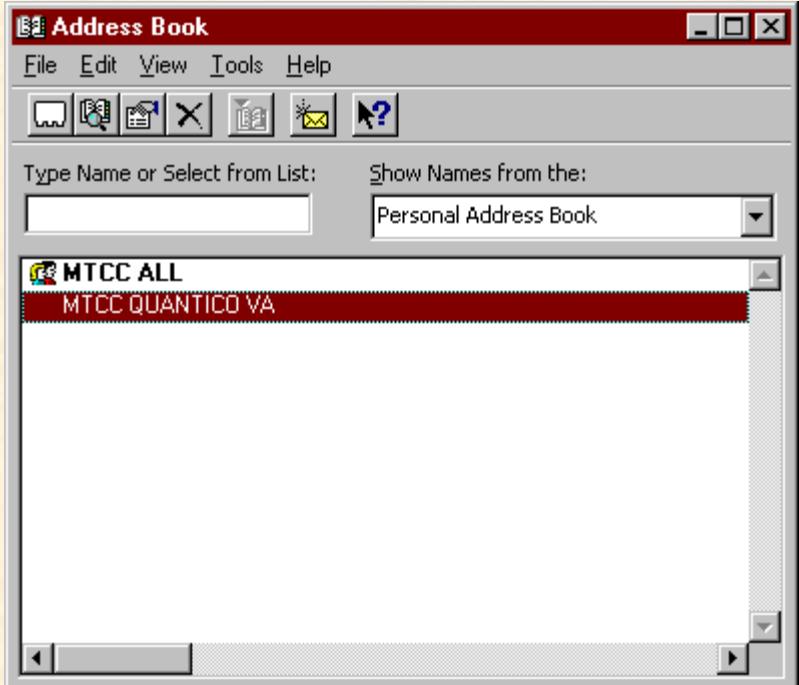
(1)

(1)



Personal Distribution Lists

- A Personal Distribution List has appeared with the name “MTCC All,” one address allowing you to reach all the MTCCs you deal with.

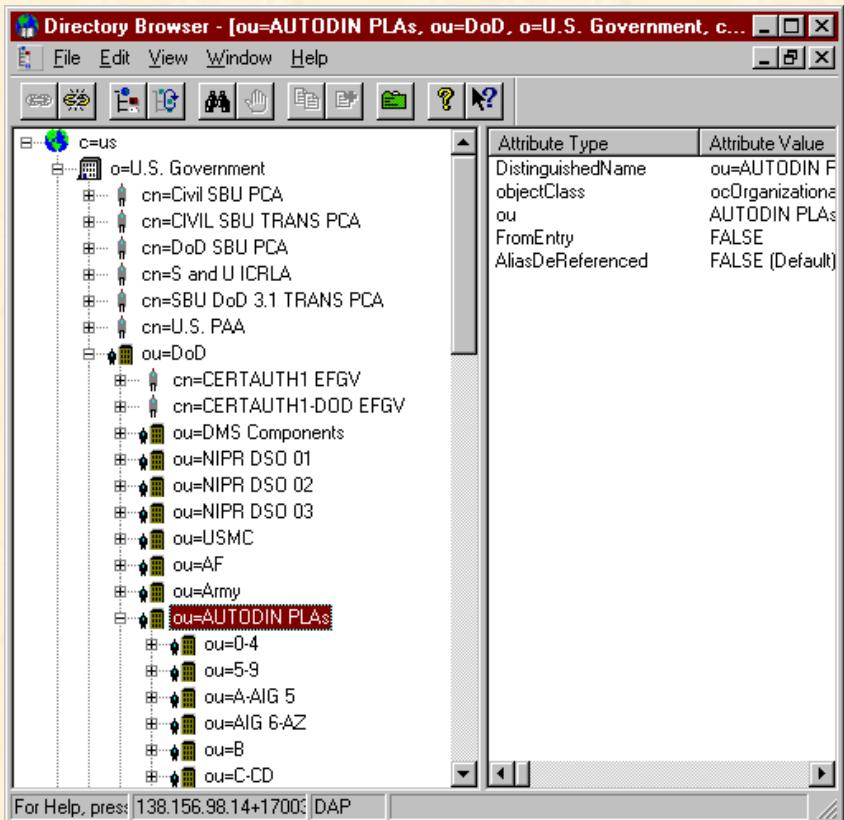




AUTODIN PLAS



The Search Feature

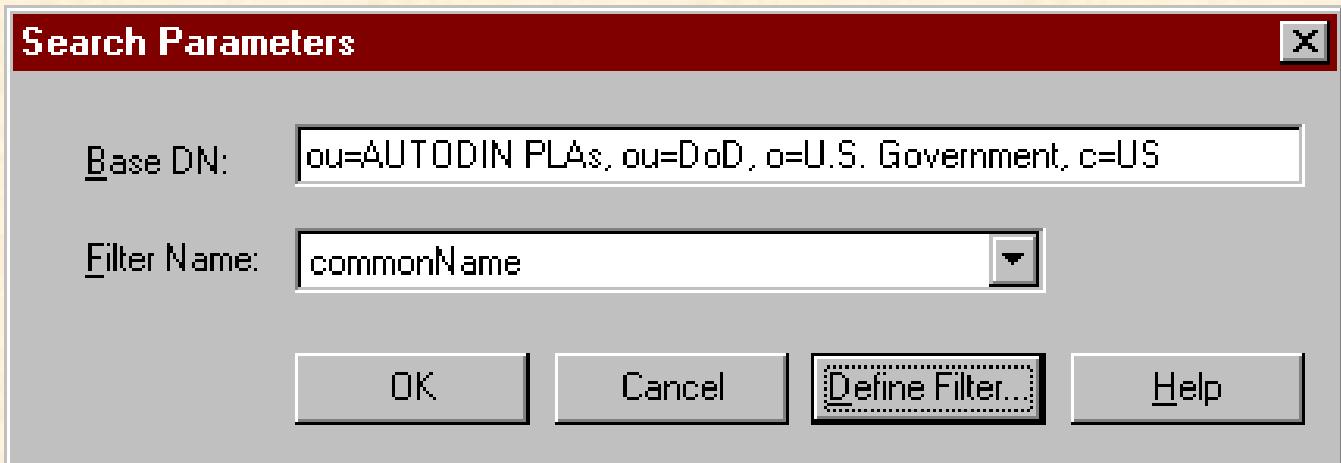


- To address AUTODIN PLAs, find the AUTODIN PLAs branch of the directory
- Highlight and open up “AUTODIN PLAs”, but do not go any further
- We will use the search feature to find the PLAs we need
- The search function can be accessed by the binoculars button, or File -> Search



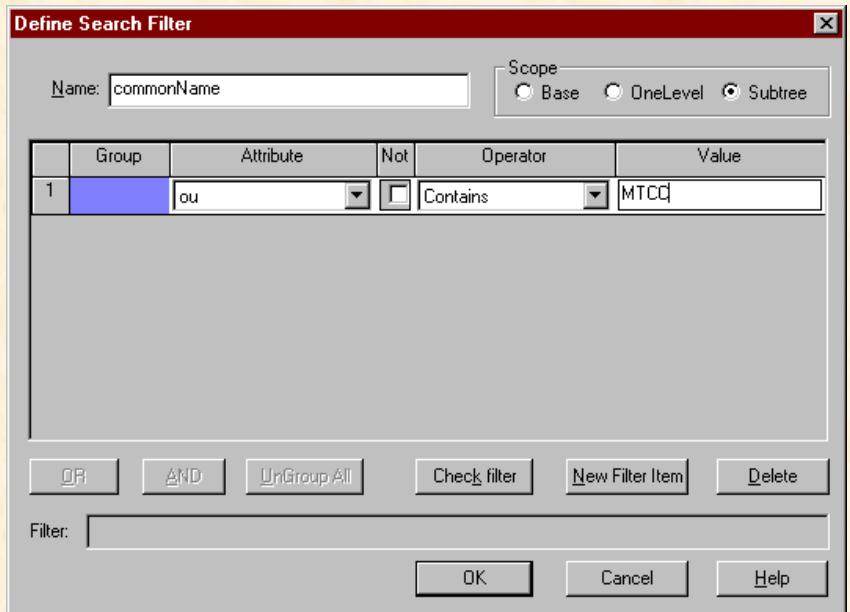
The Search Feature

- Search Parameters Dialog Box will appear
- Click on Define Filter Button





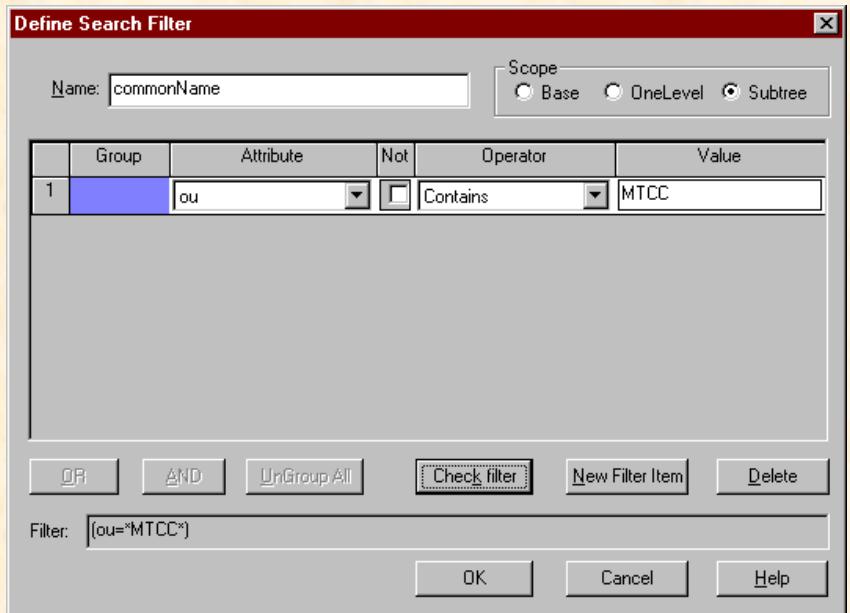
The Search Feature



- In “Attribute” column, from the pull-down options select “ou”
- In “Operator” column, from the pull-down options select “Contains”
- In “Value” column, click in the box and enter any portion of the address you want to search.
 - Example: “MTCC” or “Quantico”, etc.



The Search Feature

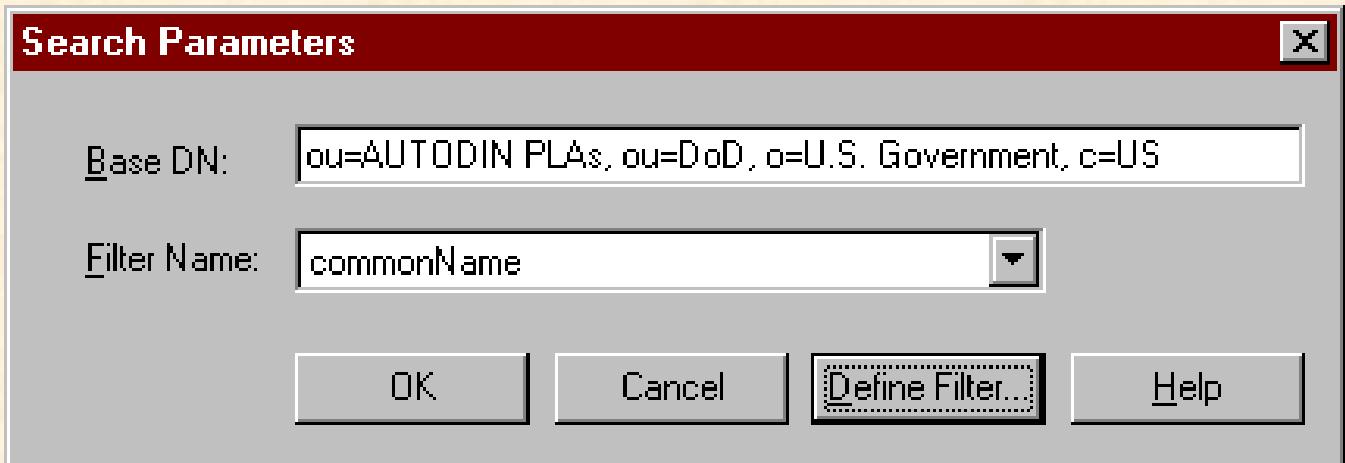


- Click the “Check filter” button to see if any errors come up
- If the “Filter” line has anything other than your search item (Example: ou=MTCC*), try to “Delete” your filter and start over
- Otherwise, click “OK” to continue



The Search Feature

- Search Parameters will return
- Click “OK” to begin your search





The Search Feature

- The Directory Browser will return a list of Autodin PLAs containing the search word.
- Highlight the address you need and add it to your PAB.

Directory Browser - [Search Results for commonName]

File Edit View Window Help

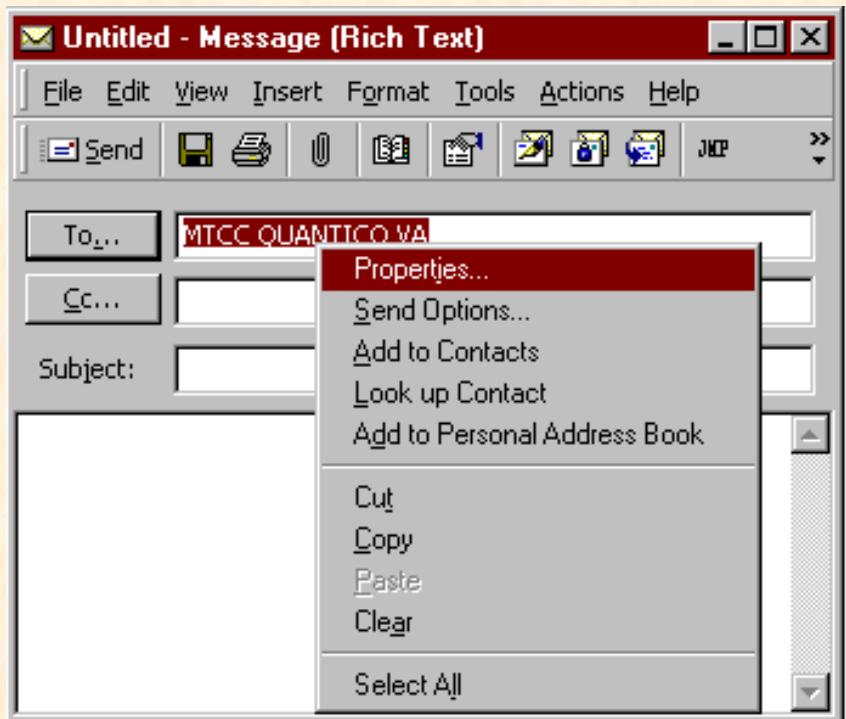
ou=l-M, ou=AUTODIN PLAs, ou=DoD, o=U.S. Government

ou=MTCC MCAS BEAUFORT SC,
ou=MTCC CAMP PENDLETON CA,
ou=MTCC KANEHOHE BAY HI,
ou=MTCC QUANTICO VA,
ou=MTCC MIRAMAR CA,
ou=MTCC CAMP LEJEUNE NC,
ou=MTCC YUMA AZ,
ou=MTCC OKINAWA JA,
ou=MTCC TWENTYNINE PALMS CA,

Attribute Type	Attribute Value
DistinguishedName	ou=MTCC QUANTICO VA, ou=l-M, ou=AUTODIN PLAs, ou=DoD, o=U.S. Government
objectClass	mspUserFortezza + mspUserSDNS + dmsSMTPUser + mhsUser + pOCOrga
associatedPLA	{asn.1}30800000
ou	MTCC QUANTICO VA
description	Both DMS and AUTODIN organization
preferredDelivery	{asn.1}0a0101
seeAlso	ou=MTCC(n), ou=MCB, l=MCB QUANTICO VA, ou=Organizations, ou=USM
dmsOwningCountry	US
mhsOFAAddresses	/DD.ACP-PLAD=MTCC QUANTICO VA/OU=HEFL1/O=DTH1/ADMD=DM
mosaicKMANDSigCertifi...	{asn.1}308202563082021a02012d300b0609608648016502010113304e3
FromEntry	FALSE
AliasDeReferenced	FALSE (Default)



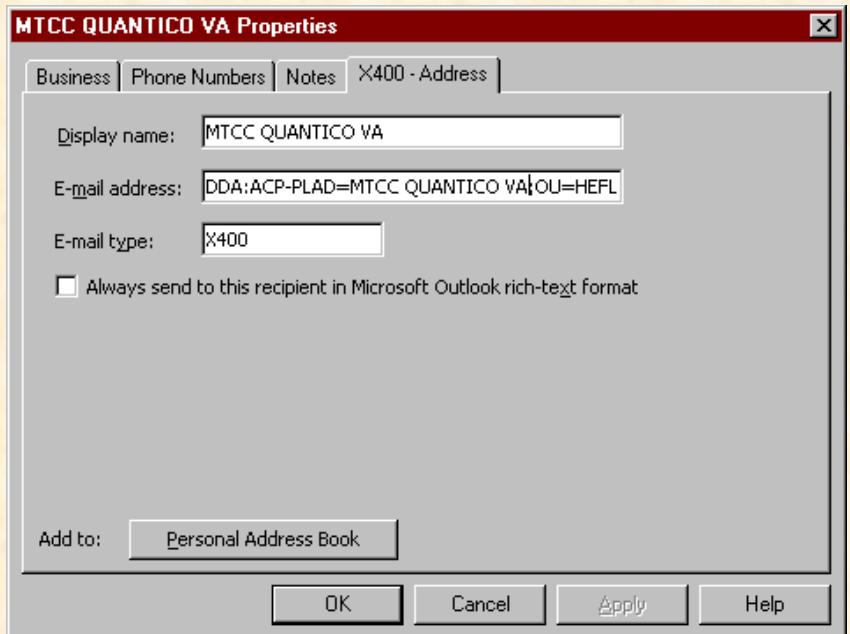
Adding Autodin Office Codes



- Create a new message
- In the new message window, add the PLA to the “To” line from your Personal Address Book
- Right-click the PLA, and select “Properties”



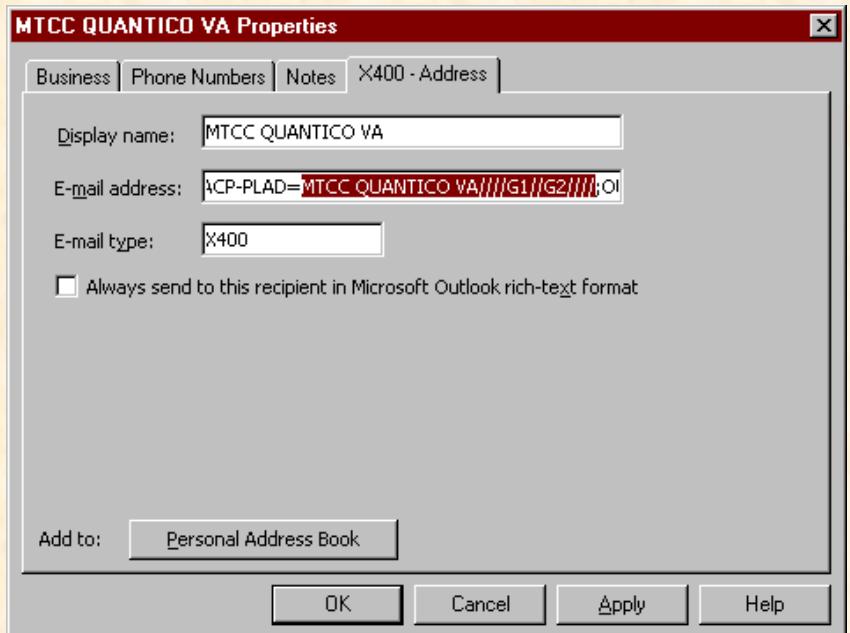
Adding Autodin Office Codes



- Place cursor in the Email address
- Hit the “Home” key
- Look for where it says “ACP-PLAD=[address];”
- Place cursor right after the last letter of the PLA, but before the semicolon



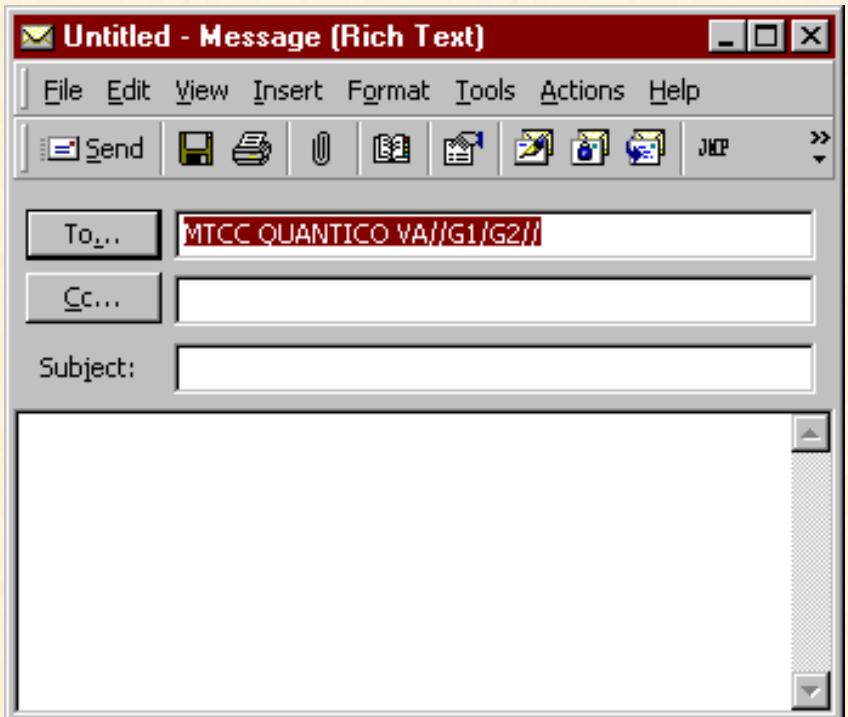
Adding Autodin Office Codes



- Enter four right slashes then office address, use double right slash to separate other office addresses, then end with four more right slashes
 - Ex: “///G6//G1///”
- Duplicate addressing in “Display name” text box also
- Click on “Apply” and “OK” buttons



Adding Autodin Office Codes



- Final Autodin PLA with office routing should now appear as shown in the “To” block of the new message
- Complete the message, and send



DMS Office Codes

- An Official Message has been released outlining the office code policy for DMS.
- The DMS Team from Quantico has been meeting with each command to determine the BEST possible solution for office codes.



Autodin Restrictions

- No attachments allowed when sending messages from DMS to AUTODIN.
- DMS to DMS, attachments are allowed, such as Pictures, or voice attachments.



FORTEZZA CARD



Introduction to the Fortezza Card

- NSA Approved product
 - Security on hardware device
- Provides Class Four security for “High Assurance” messages
 - Example: Naval Messages, Organization Messages
- Authenticates sender to recipient
- Controls access
- Different card for each classification level
- Works Separate from PKI



Logging into the Fortezza Card

- Insert FORTEZZA card into bottom PCMCIA slot
- Ensure card is inserted with top side up and is firmly seated in slot
- If correctly inserted:
 - A little wizard will pop up and you will hear two beeps.
 - The wizard will tell you that you have inserted correctly, the Fortezza Card.
- Once card is recognized, you may remove and reinsert as often as you need, as long as you are logged in
 - This is known as hot-swapping and is available because of the software called Card Wizard



Fortezza Troubleshooting

- If the PCMCIA does not recognize your card and you know the FORTEZZA card driver is installed correctly
 - Ensure the card is inserted with the top side up
 - Card can be inserted upside down but will not work
 - Ensure card is firmly seated in PCMCIA slot
 - If you have more than one slot, insert it into the other slot
- If the card still is not being recognized, contact your ISC or consult DMSCC web Site to verify card set up is correctly



Steps to Send a Message

- Prepare address book
- Address message
- Set military message elements (precedence, classification...)
- Prepare body of message (using MTF editor called CMP)
- Sign and Encrypt message



USING DMS

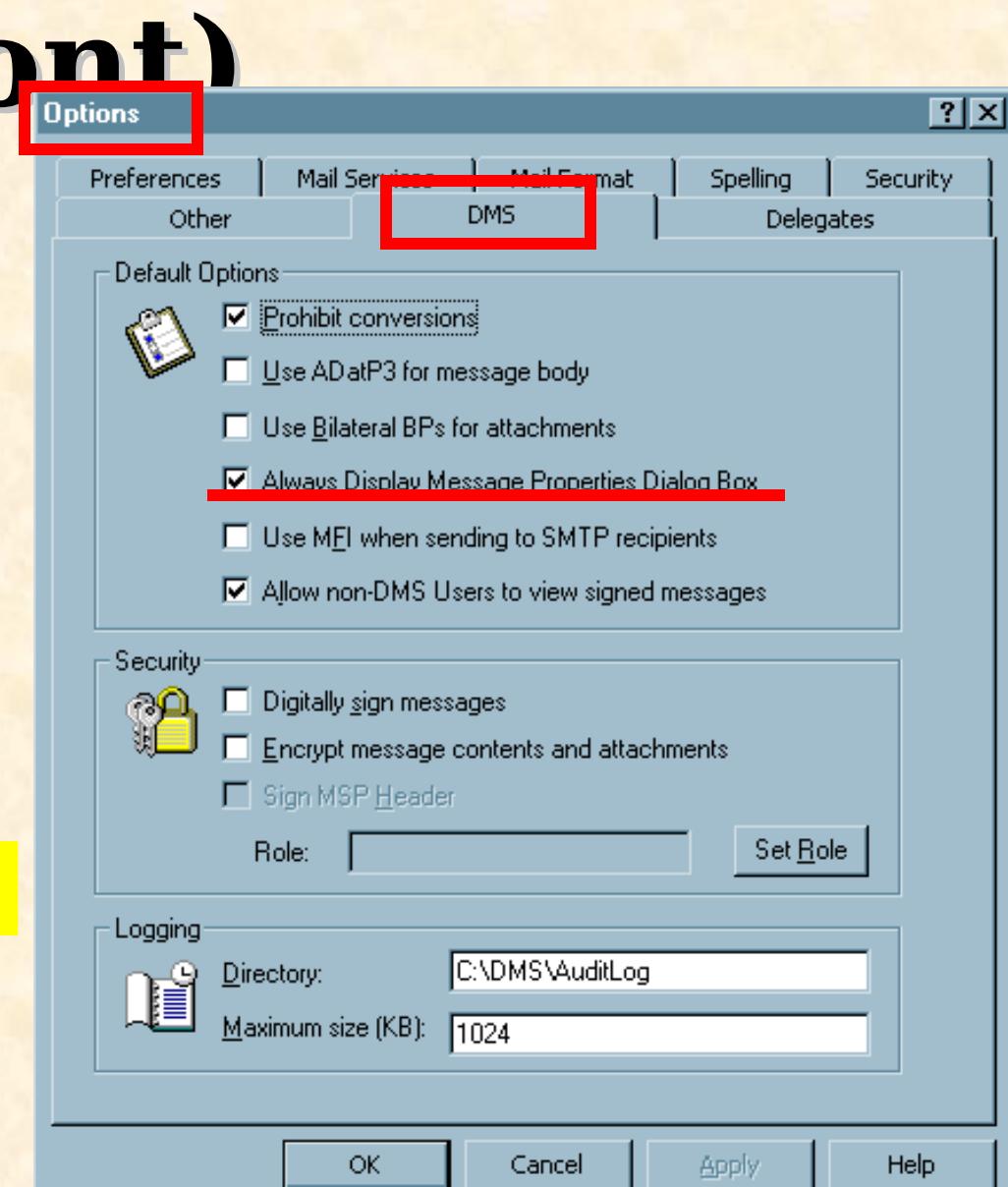
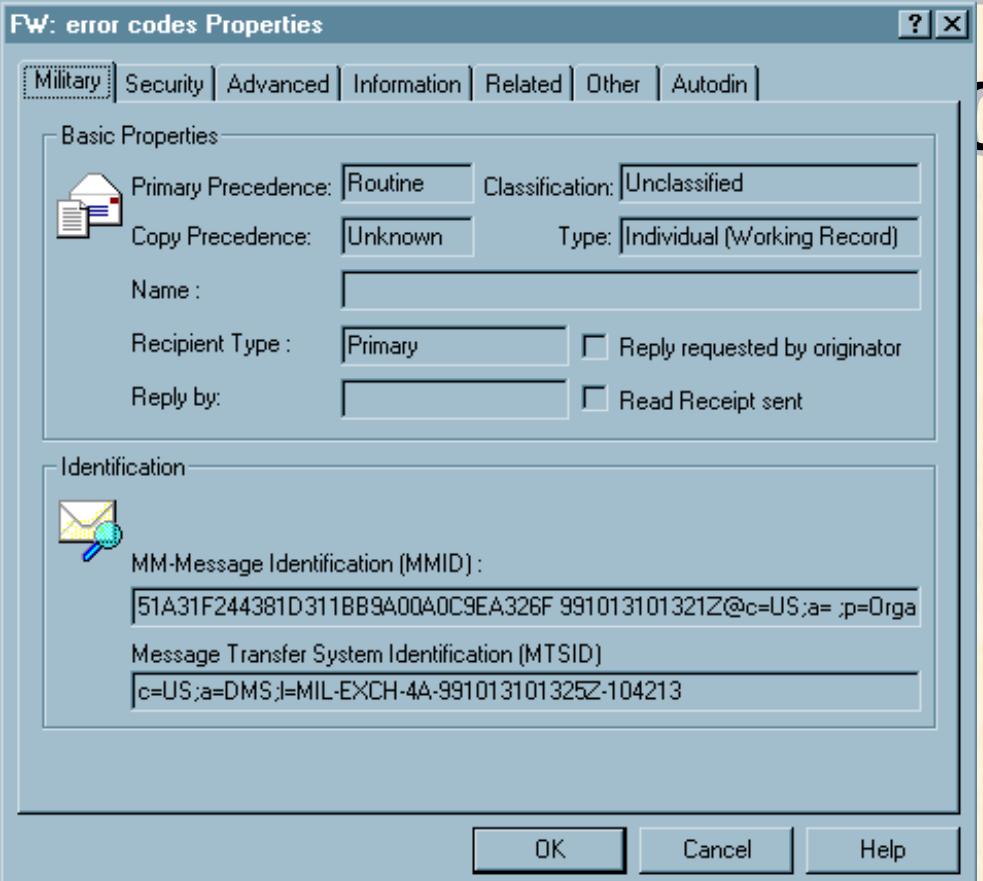
Accessing DMS Messages

- When accessing a DMS message, the default option is to show the Message Properties Dialog box (DMS 2.1)
 - This box shows any additional information added using the Military Message Properties box during message creation
- To disable this option
 - Click on the Tools Tab on the Outlook Menu bar
 - Select Options
 - Select the DMS Tab
 - Uncheck the box next to "Always Display the Message Properties Dialog Box"



USING DMS

Accessing DMS Messages





USING DMS

Accessing DMS Message

- Encrypted message
 - Ensure FORTEZZA Card is inserted in PCMCIA slot
 - Click on message and the login box will appear
 - Type in PIN
 - Select Role
 - View message
- Digitally signed
 - Click on message and the login box will appear
 - Can type in PIN to access or just click on the cancel button
 - A DMS Dialog box appears: Unable to verify digital signature. Message content cannot be trusted. Click on OK.
 - View message

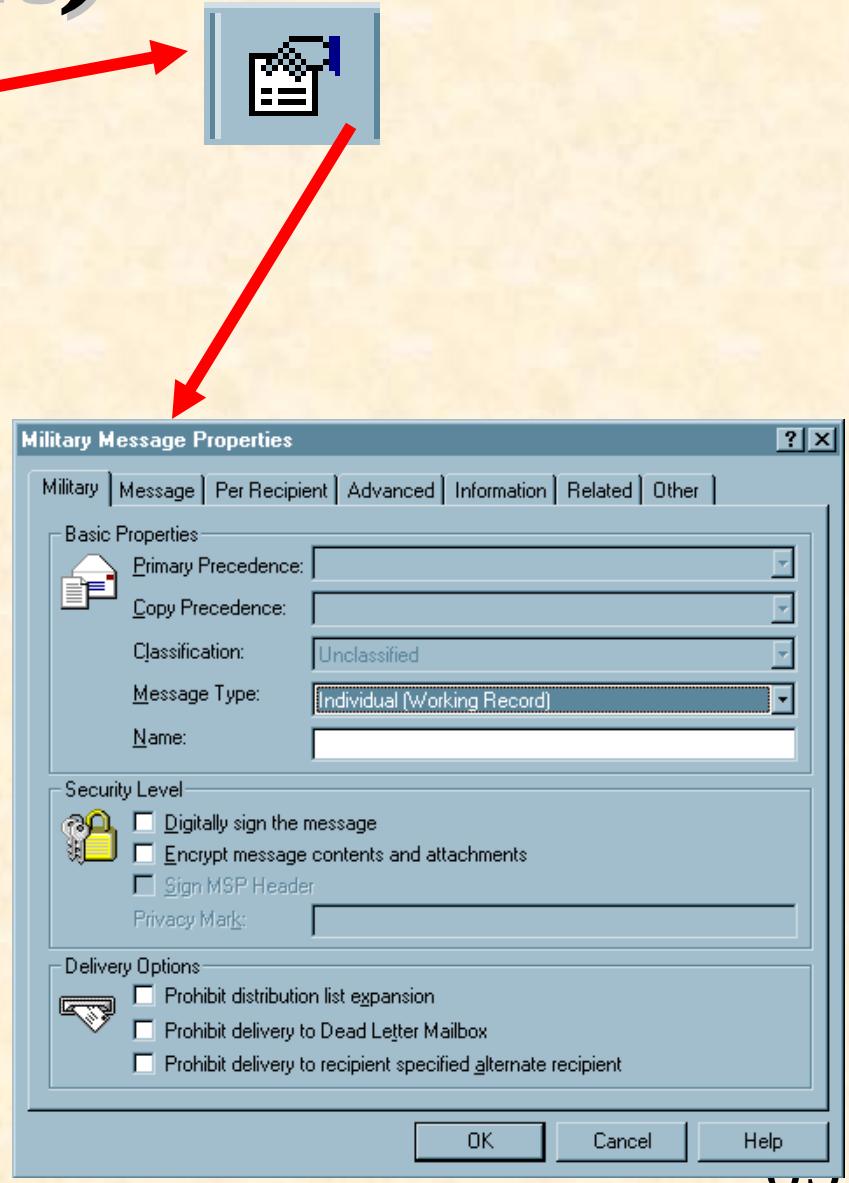
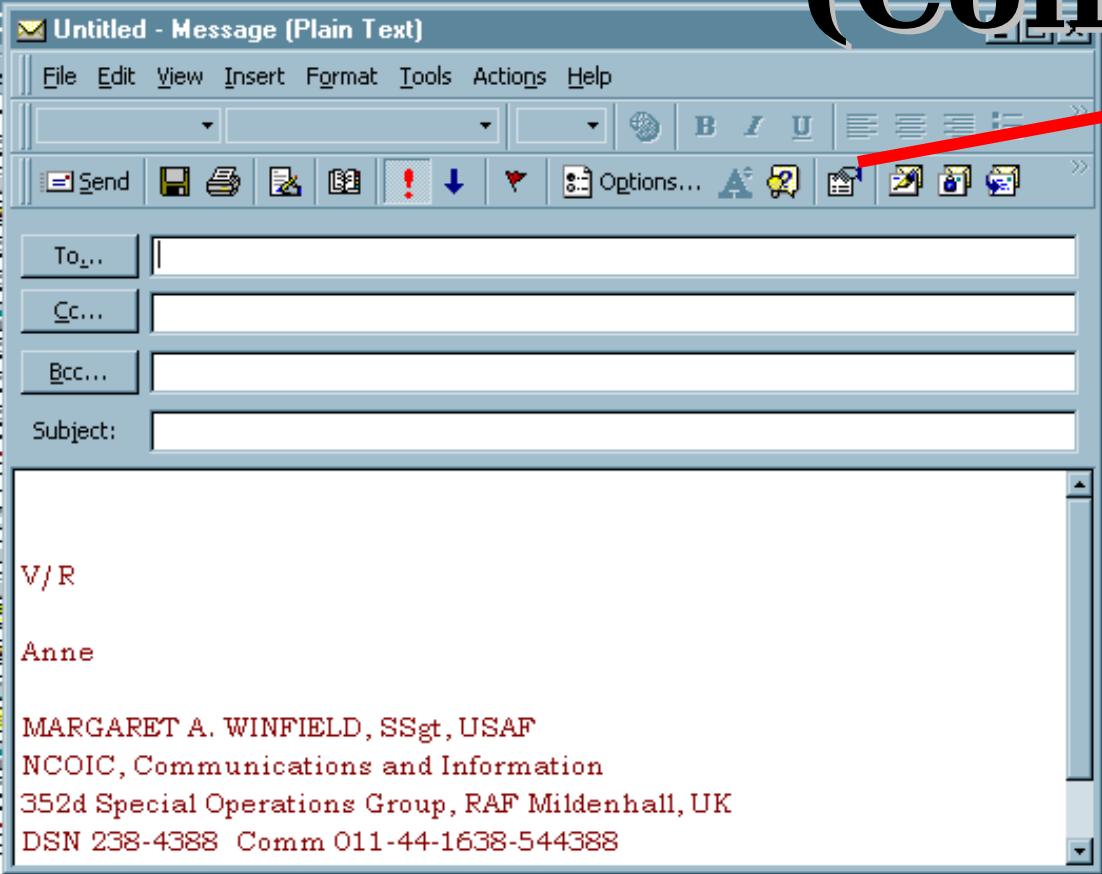


Military Properties Button

- The Military Properties Button can be used to set the following:
 - Precedence
 - Classification level
 - Message Type (Other organizational)
 - Allow/Not allow conversion on message
 - Add other AUTODIN (Naval Message) information such as
 - Originator reference
 - Message and Handling instructions
- This information can be viewed in the Message Properties Dialog box



USING DMS Military Properties Button (Cont)





Properties that MUST be Set

- To (set by default)
- From (added from PAB)
- Subject
- Precedence (Primary, Copy- Defaults to Routine)
- Classification (Defaults to Unclassified)
- Message Type = Other-Organizational
- Date Time Group (automatically set)



CMP / JMPS

The NEW MTF!!!



CMP / JMPS Training
using Windows NT



CMP/JMPS

- Assists Drafter in Creating Messages
- Provides Templates for Military Formats
- Requires No In-Depth Knowledge to Use
- Performs Validation and Spelling Checks
- Supports Transition from Autodin to DMS
- Full Integration with Microsoft Outlook 98/2000.



My Computer COE_MP_UI



Network
Neighborhood



Recycle Bin NT_Install



Microsoft
Outlook

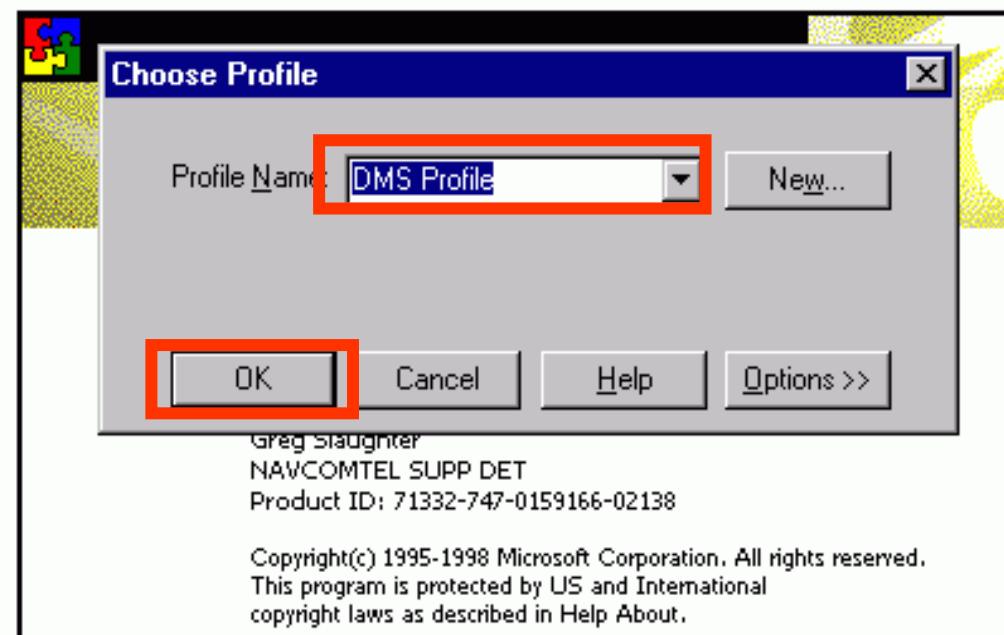


Internet
Explorer

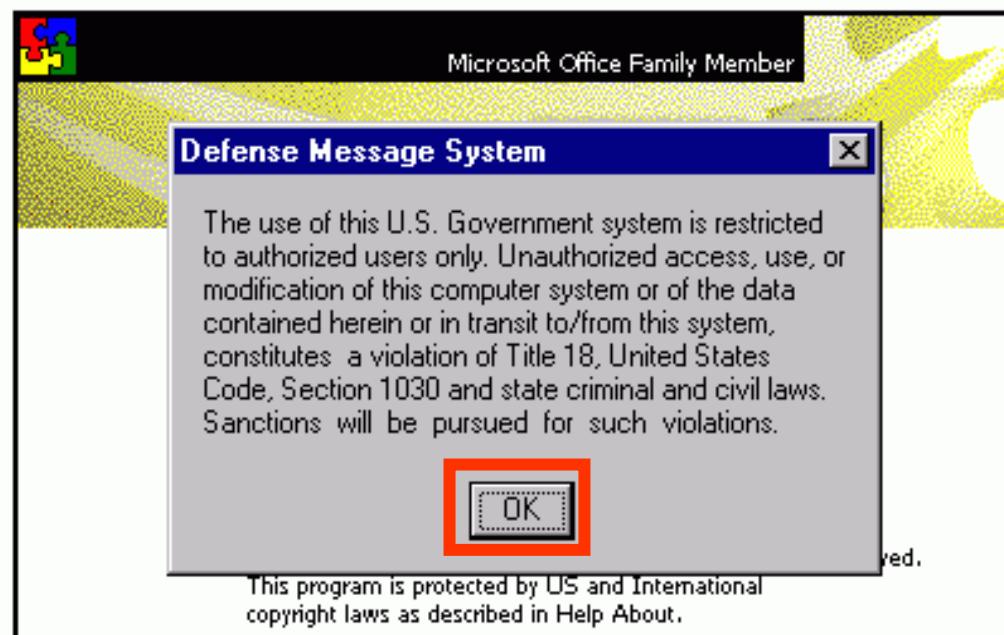
Continue



5:01 PM



Continue

**Continue**



File Edit View Go Tools Actions Help



Inbox

Folder List x

- Outlook Today - [Mail]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - **Inbox**
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- + Public Folders

! From Subject Received

There are no items to show in this view.

No items are currently selected.



0 Items

Continue

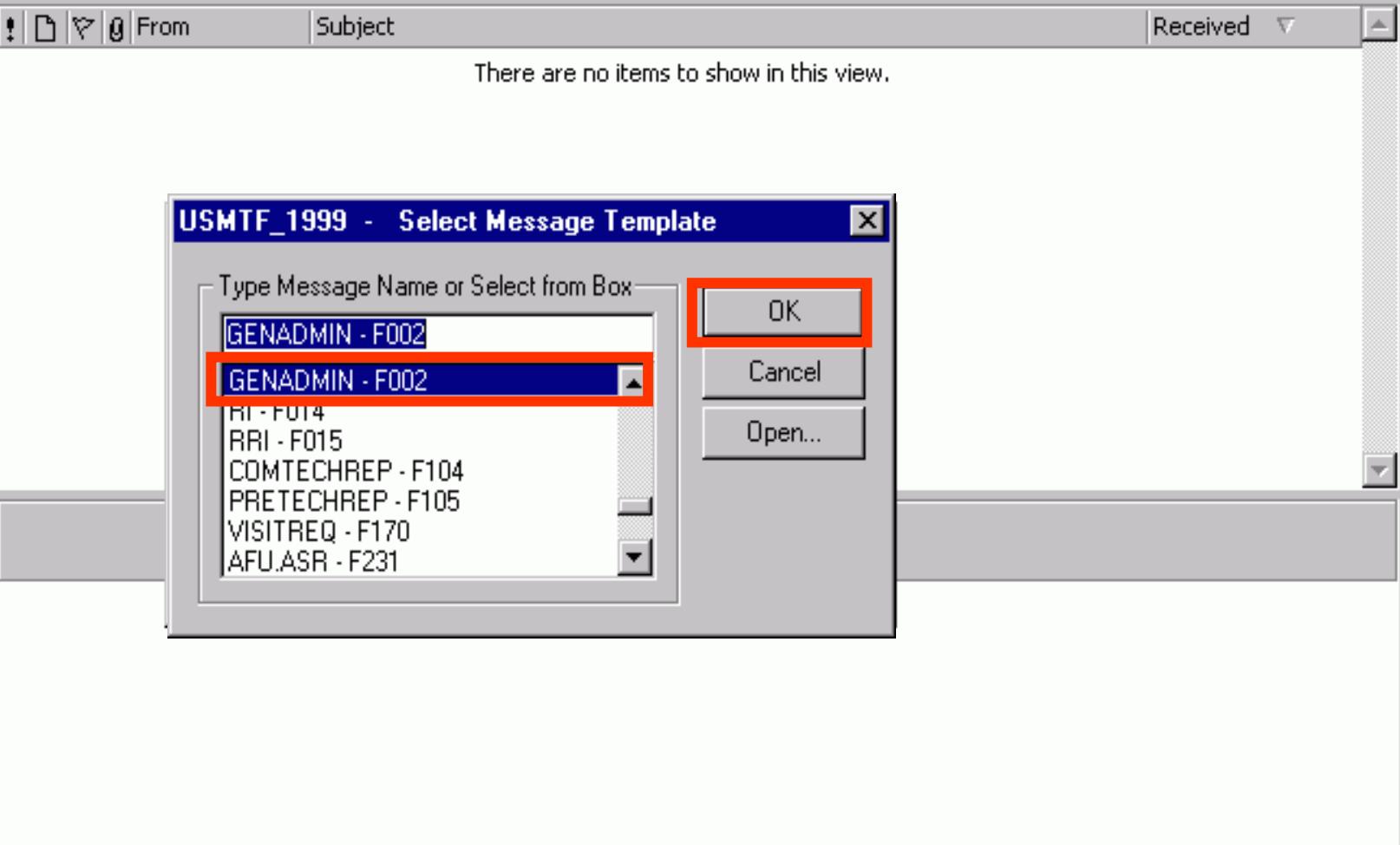
File Edit View Go Tools Actions Help



Inbox

Folder List X

- Outlook Today - [Mail]
- Calendar
- Contacts
- Deleted Items
- Drafts
- **Inbox**
- Journal
- Notes
- Outbox
- Sent Items
- Tasks
- + Public Folders



0 Items

Continue

File Edit Verify View Move Config Tools Help



EXER / [REDACTED] //

OPER / [REDACTED] //

MSGID / GENADMIN / [REDACTED] / [REDACTED] / [REDACTED] / [REDACTED] / [REDACTED] //

SUBJ / [REDACTED] //

REF / [REDACTED] //

AMPN / [REDACTED] //

NARR / [REDACTED] //

POC / [REDACTED] //

AKNLDG / [REDACTED] //

RMKS / [REDACTED] //

DECL / [REDACTED] //



MSGID

ORIGINATOR

1-30ANBS

Start

Inbox - Microsoft Outlook

F002 - GENADMIN U...

5:10 PM

File Edit Verify View Move Config Tools Help



EXER / [Yellow Box] //

OPER / [Green Box] //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / [Red Box] //

REF / [Green Box] //

AMPN / [Yellow Box] //

NARR / [Yellow Box] //

POC / [Green Box] //

AKNLDG / [Green Box] //

RMKS / [Red Box] //

DECL / [Green Box] //

Continue [Red Arrow]

SUBJ

Start

Inbox - Microsoft Outlook

F002 - GENADMIN U...

5:12 PM

File Edit Verify View Move Config Tools Help



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/		//
AMPN	/		//
NARR	/		//
POC	/		//
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

SUBJ

Continue



EXER	/		//									
OPER	/		//									
MSGID	/	GENADMIN/DMS TEST COMMAND	//									
SUBJ	/	SAMPLE DMS MESSAGE	//									
REF	/	<input checked="" type="checkbox"/>	/		/		/		/		/	
AMPN	/		//									
NARR	/		//									
POC	/		//									
AKNLDG	/		//									
RMKS	/	-	//									
DECL	/		//									

File Edit Verify View Move Config Tools Help



EXER	/		11
OPER	/		11
MSGID	/	GENADMIN/DMS TEST COMMAND	11
SUBJ	/	SAMPLE DMS MESSAGE	11
REF	/	A / B	11
AMPN	/		11
MARR	/		11
POC	/		11
AKNLDG	/		11
RMKS	/	-	11
DECL	/		11

File Edit Verify View Move Config Tools Help



EXER	/		//			
OPER	/		//			
MSGID	/	GENADMIN/DMS TEST COMMAND	//			
SUBJ	/	SAMPLE DMS MESSAGE	//			
REF	/	A / LTR			/	
AMPN	/					//
NARR	/					//
POC	/					//
AKNLDG	/					//
RMKS	/	-				//
DECL	/					//

REF

ORIGINATOR

1-30ANBS

File Edit Verify View Move Config Tools Help



EXERCISES //

OPER / //

MSGID // GENADMIN/DMS TEST COMMAND //

SUBJ: / SAMPLE DMS MESSAGE //

REF: /0 /ETB /COMNAVTEST.COM /

AMPN | 4

NORD | 4  11

POC | 4

OKNIPDC | 4  44

BRWKS | 6

REGI | 6

File Edit Verify View Move Config Tools Help



EXER	/		
OPER	/		
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/ A / LTR	/ COMMNAUATESTCOM	/ 2500012
AMPH	/		
MARR	/		
POC	/		
AKNLDG	/		//
RMKS	/ -		
DECL	/		

Continue

File Edit Verify View Move Config Tools Help



EXER	/	//
OPER	/	//
MSGID	/GENADMIN/DMS TEST COMMAND	//
SUBJ	/SAMPLE DMS MESSAGE	//
REF	/A/LTR/COMMAUTESTCOM/2500012JAN2000	//
AMPN	/	//
NARR	/	//
POC	/	//
AKNLDG	/	//
RMKS	/-	//
DECL	/	//

AMPN

Continue ➔

File Edit Verify View Move Config Tools Help



EXER	/	//
OPER	/	//
MSGID	/GENADMIN/DMS TEST COMMAND	//
SUBJ	/SAMPLE DMS MESSAGE	//
REF	/A/LTR/COMMATESTCOM/2500012JAN2000	//
AMPN	/REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//
NARR	/	//
POC	/	//
AKNLDG	/	//
RMKS	/-	//
DECL	/	//

Continue ➤

File Edit Verify View Move Config Tools Help



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/	A/LTR/COMMTESTCOM/2500012JAN2000	//
AMPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//
NARR	/		//
POC	/	POC	/
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

POC CONTACT NAME

1-20ANBS

File Edit Verify View Move Config Tools Help



EXER / [REDACTED] //

OPER / [REDACTED] //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMMTESTCOM/2500012JAN2000 //

AMPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR / [REDACTED] //

POC / JOHN Q. PUBLIC / [REDACTED] / [REDACTED] //

AKNLDG / [REDACTED] //

RMKS / - //

DECL / [REDACTED] //

File Edit Verify View Move Config Tools Help



EXER	/		//			
OPER	/		//			
MSGID	/	GENADMIN/DMS TEST COMMAND	//			
SUBJ	/	SAMPLE DMS MESSAGE	//			
REF	/	A/LTR/COMMAUTESTCOM/2500012JAN2000	//			
AMPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//			
NARR	/		//			
POC	/	JOHN Q. PUBLIC	/			
AKNLDG	/		//			
RMKS	/	-	//			
DECL	/		//			

File Edit Verify View Move Config Tools Help



EXER	/		//					
OPER	/		//					
MSGID	/	GENADMIN/DMS TEST COMMAND	//					
SUBJ	/	SAMPLE DMS MESSAGE	//					
REF	/	A/LTR/COMMTESTCOM/2500012JAN2000	//					
AMPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//					
NARR	/		//					
POC	/	JOHN Q. PUBLIC	/ CIVILIAN	/	Redacted	/	Redacted	/
AKNLDG	/		//					
RMKS	/	-	//					
DECL	/		//					

File Edit Verify View Move Config Tools Help



EXER	/		//				
OPER	/		//				
MSGID	/	GENADMIN/DMS TEST COMMAND	//				
SUBJ	/	SAMPLE DMS MESSAGE	//				
REF	/	A/LTR/COMMAUTESTCOM/2500012JAN2000	//				
AMPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//				
NARR	/		//				
POC	/	JOHN Q. PUBLIC	/	CIVILIAN	/		
AKNLDG	/		//				
RMKS	/	-	//				
DECL	/		//				

File Edit Verify View Move Config Tools Help



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/	A/LTR/COMMTESTCOM/2500012JAN2000	//
AMPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//
NARR	/		//
POC	/	JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND /	REDACTED
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

File Edit Verify View Move Config Tools Help



EXER	/		//
OPER	/		//
MSGID	/	GENADMIN/DMS TEST COMMAND	//
SUBJ	/	SAMPLE DMS MESSAGE	//
REF	/	A/LTR/COMMTESTCOM/2500012JAN2000	//
AMPN	/	REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY	//
NARR	/		//
POC	/	JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND	/ []
AKNLDG	/		//
RMKS	/	-	//
DECL	/		//

POC

LOCATION, LAT/LONG, SECONDS

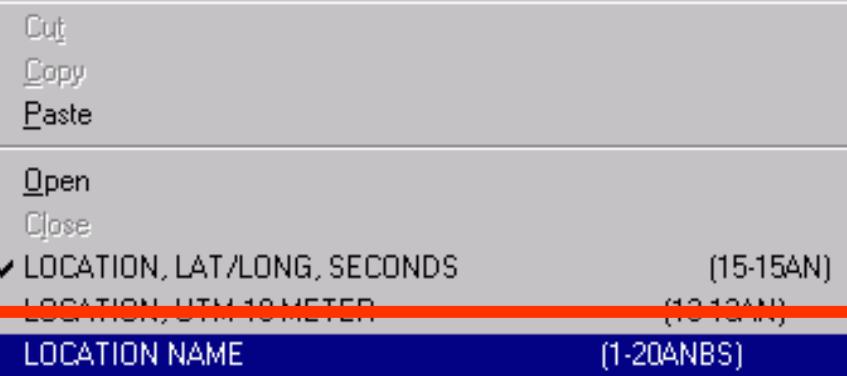
15-15AN

A COMP

File Edit Verify View Move Config Tools Help



EXER / [Yellow Box] //
OPER / [Green Box] //
MSGID / GENADMIN/DMS TEST COMMAND //
SUBJ / SAMPLE DMS MESSAGE //
REF / A/LTR/COMMTESTCOM/2500012JAN2000 //
AMPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //
NARR / [Yellow Box] //
POC / JOHN Q. PUBLIC / CIUTI TAN / DMS TEST COMMAND //
AKNLDG / [Green Box]
RMKS / [-]
DECL / [Green Box]



File Edit Verify View Move Config Tools Help



/ [REDACTED] //

/ [REDACTED] //

/ GENADMIN/DMS TEST COMMAND //

/ SAMPLE DMS MESSAGE //

/ A/LTR/COMMTESTCOM/2500012JAN2000 //

/ REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

/ [REDACTED] //

/ JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND / LOC - [REDACTED] //

/ [REDACTED] //

/ [REDACTED] //

/ [REDACTED] //



/ //

11

/GENADMIN/DMS TEST COMMAND //

/ SAMPLE DMS MESSAGE //

/ A/LTR/COMMAUTESTCOM/2500012JAN2000 //

/ REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

1 // //

/ JOHN Q. PUBLIC / CIVILIAN / DMS TEST COMMAND / LOC WASHINGTON DC

1 // //

|- //

1 //

◀

LOCATION NAME

1-20ANBS

Continue 



 Inbox - Microsoft Outlook



File Edit Verify View Move Config Tools Help



/TEL

/EMAIL

POC | NONSECURE TELEPHONE NUMBER

3-20ANBS

A

Start

Inbox - Microsoft Outlook

F002 - GENADMIN U...

5:24 PM

File Edit Verify View Move Config Tools Help

EXE
OPE
MSG
SUE
REF
AMF
NAF
POC
AKF
RMP
DEC

Edit Freetext Field

RMKS/-

Current Dictionary: ..\bin\default.dic

File Edit Verify View Move Config Tools Help



Edit Freetext Field

RMKS/1. THIS IS A SAMPLE DMS MESSAGE.
2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.]

OK

Spell Check

Cancel

Current Dictionary: ..\bin\default.dic

Continue ➤

File Edit Verify View Move Config Tools Help



EXER / [] //
OPER / [] //
MSGID / GENADMIN/DMS TEST COMMAND //
SUBJ / SAMPLE DMS MESSAGE //
REF / A/LTR/COMMTESTCOM/2500012JAN2000 //
AMPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //
NARR / [] //
POC / JOHN Q. PUBLIC/CIVILIAN/DMS TEST COMMAND/LOC:WASHINGTON DC/TEL:(20 //
AKNLDG / [] //
RMKS / 2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG. [] //
DECL / [] //

RMKS FREE TEXT

UNDETERMINED LENGTH

Continue ➤

File Edit Verify View Move Config Tools Help

Message Verification

set cod ? #

Message Successfully Verified - No Errors Found

 //
 //
 //
 //
 //
 //
ICY //
 //
 //
NGTON DC/TEL:(20) //
 //

OK

RMKS / 2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG. //

DECL / //

Continue ➤

File Edit Verify View Move Config Tools Help



EXER / [redacted] //

OPER / [green] //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMMTESTCOM/2500012JAN2000 //

AMPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR / [yellow] //

POC / JOHN Q. PUBLIC/CIVILIAN/DMS TEST COMMAND/LOC:WASHINGTON DC/TEL:(20) //

AKNLDG / [green] //

RMKS / 2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG. //

DECL / [green] //

Continue ➤

File Edit Verify View Move Config Tools Help

New... Ctrl+N

Open Message File... Ctrl+O

Save Ctrl+S

Save As...

Mail...

Message Preview Ctrl+M

Print... Ctrl+P

Print Preview

Print Setup...

Exit



DMS TEST COMMAND //

IS MESSAGE //

INAUTESTCOM/2500012JAN2000 //

A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR / //

POC / **JOHN Q. PUBLIC/CIVILIAN/DMS TEST COMMAND/LOC:WASHINGTON DC/TEL:(20** //

AKNLDG / //

RMKS / **2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.** //

DECL / //

Continue ➤

Inbox

Folder List

- The image shows the 'Outlook Today' ribbon icon, which is a stylized 'O' shape composed of several overlapping colored rectangles (blue, green, yellow, red) with a small 'T' icon inside.

Public Folders

A screenshot of a Microsoft Outlook inbox. The top bar shows icons for New Item, Open, Save, and Print, followed by 'From' and 'Subject' fields, and a 'Received' button with a dropdown arrow. Below the bar, a message states 'There are no items to show in this view.' A modal dialog box titled 'Defense Message System' is centered on the screen. The dialog contains a warning message about the restricted use of the system and the legal consequences of unauthorized access. An 'OK' button is at the bottom of the dialog, which is highlighted with a red rectangular border. The background of the inbox is visible behind the dialog.

There are no items to show in this view.

Defense Message System

The use of this U.S. Government system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system, constitutes a violation of Title 18, United States Code, Section 1030 and state criminal and civil laws. Sanctions will be pursued for such violations.

OK

0 Items

Continue



Inbox

Folder List

- Outlook Today - [Mail]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- + Public Folders

SAMPLE DMS MESSAGE - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Send Options... JMP

i This message has not been sent.

To...

Cc...

Subject: SAMPLE DMS MESSAGE

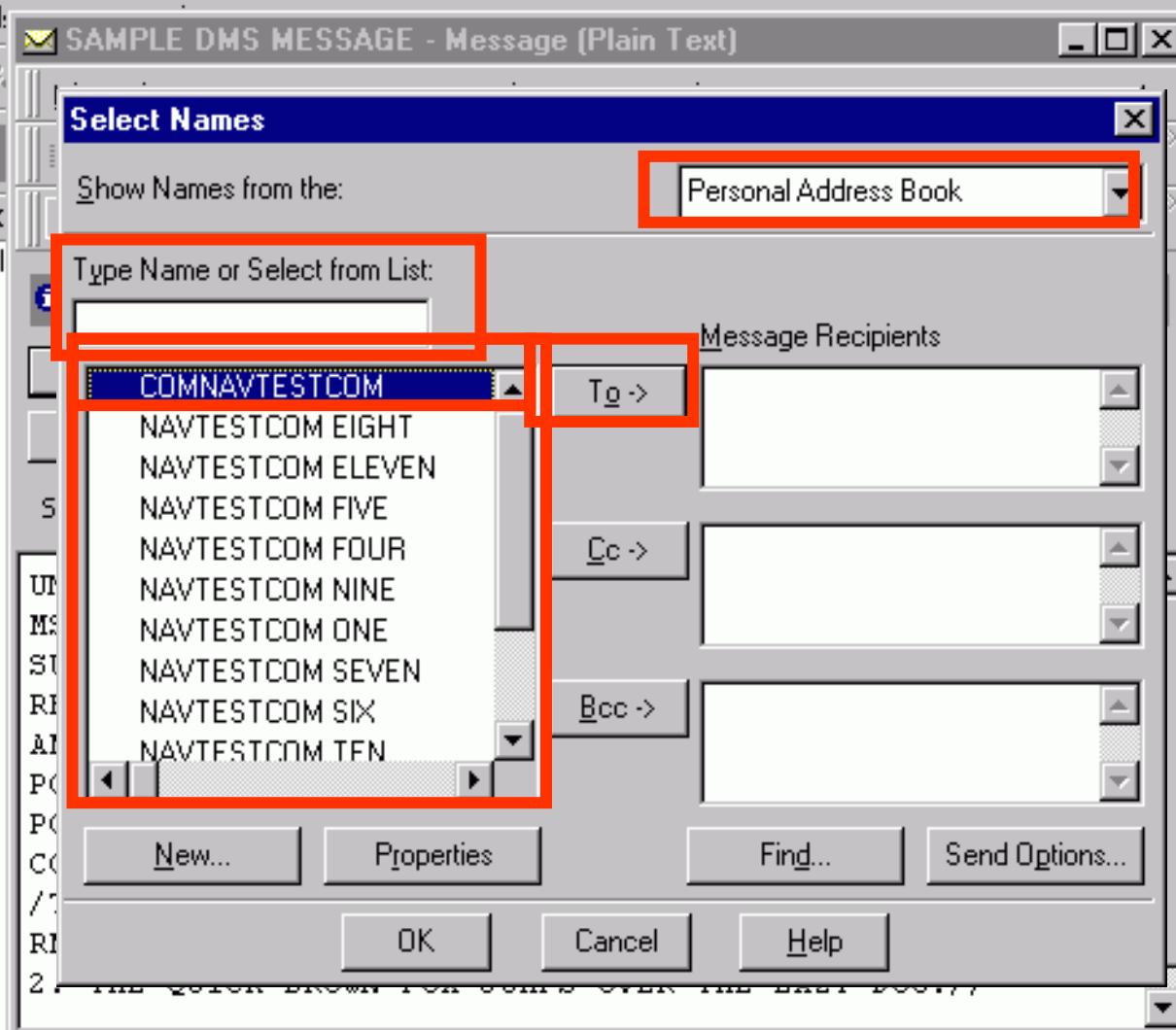
UNCLAS
MSGID/GENADMIN/DMS TEST COMMAND//
SUBJ/SAMPLE DMS MESSAGE//
REF/A/LTR/COMNAVTESTCOM/250001ZJAN2000//
AMPN/REF A IS A LETTER DESCRIBING THE NEW NAVY TEST
POLICY//
POC/JOHN Q. PUBLIC/CIVILIAN/DMS TEST
COMMAND/LOC: WASHINGTON DC
/TEL: (202) 555-1234/EMAIL:JQPUBLIC(AT)DMSTEST.NAVY.MIL//
RMKS/1. THIS IS A SAMPLE DMS MESSAGE.
2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.//

Continue ➔

Inbox

Folder List

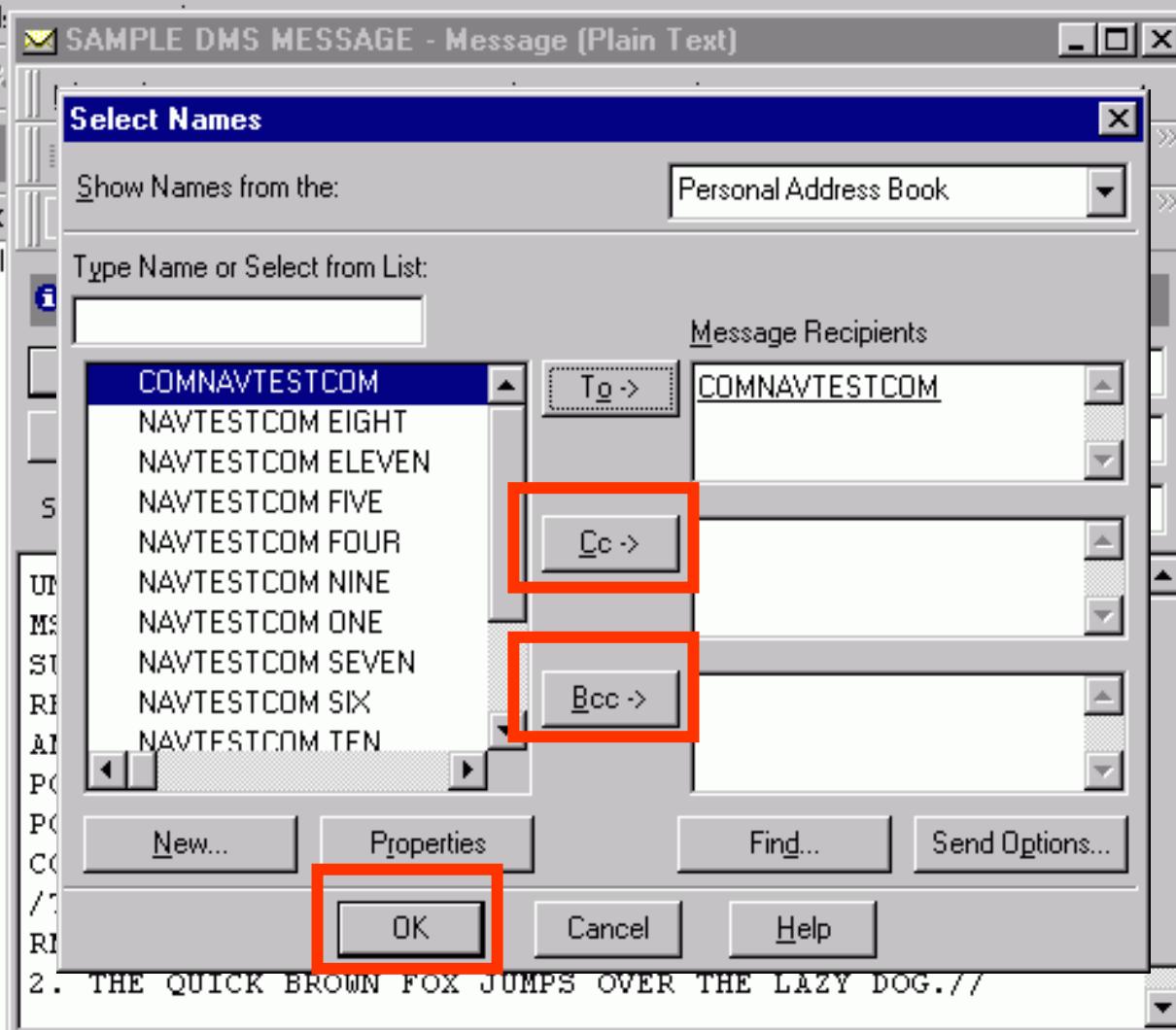
- Outlook Today - [Mail]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- Public Folders



Continue →

Inbox

- Folder List
- Outlook Today - [Mail]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
 - Public Folders



Continue ➞



Draft Message in Public Folder

Folder permissions are restricted so only drafters and releasers can see and access this folder.

The screenshot shows the Microsoft Outlook interface with the title bar "Class Drafter - Microsoft Outlook". The menu bar includes File, Edit, View, Favorites, Tools, Actions, and Help. The toolbar contains New, Reply, Reply to All, Forward, Send/Receive, Find, Organize, and other icons. The "Messages" button is selected in the toolbar.

The left pane displays the "Folder List" under "Class Drafter". It shows the following structure:

- Outlook Today - [Mailbox - student05]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- Public Folders
 - Favorites
 - All Public Folders
 - Class Drafter
 - Internet Newsgroups
 - MAIL MESSAGES

The "Class Drafter" folder is expanded, showing two items in the list view:

- From: [redacted] To: [redacted] Subject: -THIS IS A DRAFT MESSAGE THAT WAS MODIFIED
- From: [redacted] To: [redacted] Subject: THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER

The details pane shows the message content:

From: [redacted] **To:** student01; student02; student03; student04; student05; stude...
Subject: -THIS IS A DRAFT MESSAGE THAT WAS MODIFIED **Cc:**
UNCLAS
MSGID/GENADMIN/-DMS CLASS TEST COMMAND//
SUBJ/-THIS IS A DRAFT MESSAGE THAT WAS MODIFIED//
REF/A/LTR/MARFORRES/012315ZNOV2000//
AMPN/Please create this message in November 2000//
NARR/Reference a has not been created yet//
POC/STUDENT 12/STUDENT/CLASSROOM/LOC:QUANTICO/TEL:703-784-0000/-//
RMKS/1. This message was drafted in the morning to be reviewed by all of the students before it is sent. After review, students

2 Items, 2 Unread

The taskbar at the bottom shows the Start button, the Microsoft Outlook icon (highlighted in yellow), and the Microsoft PowerPoint icon. The system tray shows the date and time as 8:51 AM.



Edit a Saved Draft Using JMP Again

Step 2.
Select JMP

THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER - Message (Rich Text) (Read-Only)

File Edit View Insert Format Tools Actions Help

Send Options JMP Courier New 10 A B I U

This message has not been sent. Create/Edit Formatted Message

From... To... student01; student02; student03; student04; student05; student06; student07; student08; student09; student10; student11; student12; student13; student14; student15; student16; student17; student18
Cc...
Subject: THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER

UNCLAS
MSGID/GENADMIN/-DMS CLASS TEST COMMAND//
SUBJ/-THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER//
REF/A/LTR/MARFORRES/012315ZNOV2000//
AMPM/Please create this message in November 2000//
NARR/Reference a has not been created yet//
POC/STUDENT 12/STUDENT/CLASSROOM/LOC:QUANTICO/TEL:703-784-0000/-//
RMKS/This message was drafted in the morning to be reviewed by all
of the students before it is sent. After review, students will
modify the "from" field and release this message (using their
FORTEZZA card) to all of the other students.
2. Modified again//

Step 1.
Highlight Text

Start Class Drafter - Microsoft O... Microsoft PowerPoint - [Pr... THIS IS A DRAFT M... 8:53 AM



Draft Message Back in JMP

THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER - Message (Rich Text) (Read-Only)

File Edit View Insert Format Tools Actions Help

Send Options... JMP Courier New 10 A B I U

This mes F002 - GENADMIN UNCLAS USMTF_2000 - JMPs

File Edit Verify View Move Config Tools Help

From... To... Cc... Subject: UNCLAS MSGID SUBJ REF AMPN NARR POC RMKS

MSGID / GENADMIN/-DMS CLASS TEST COMMAND

SUBJ / THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER

REF / A/LTR/MARFORRES/012315ZNOV2000

AMPN / Please create this message in November 2000

NARR / Reference a has not been created yet

POC / STUDENT 12/STUDENT/CLASSROOM/LOC:QUANTICO/TEL:703-784-

RMKS / This message was drafted in the morning to be reviewed

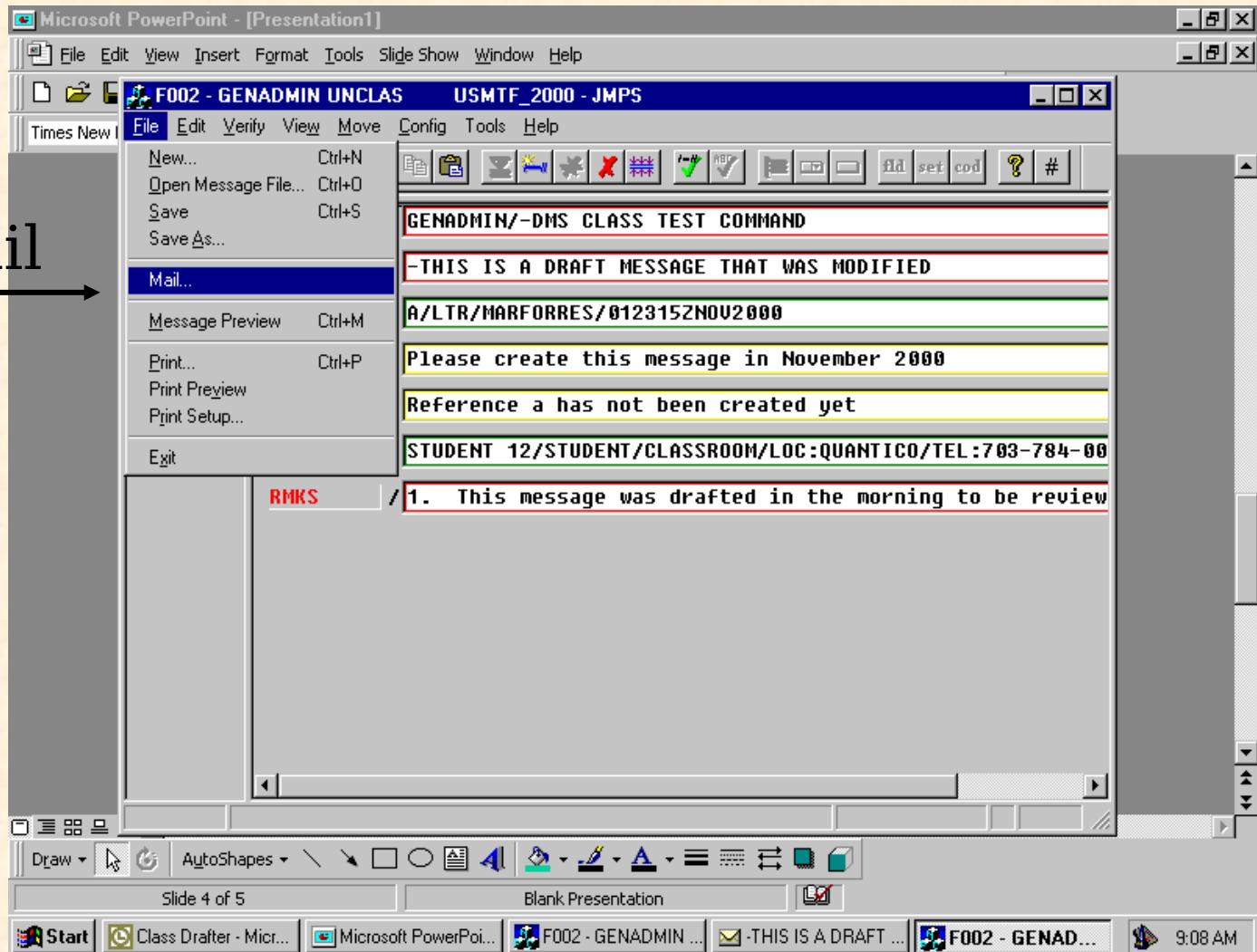
Student12;

Start Class Drafter - Microsoft O... Microsoft PowerPoint - [Pr... THIS IS A DRAFT MESSA... F002 - GENADMIN U... 8:53 AM



Mail Edited Message Back to DMS

Select Mail





JMP Returns Message

-THIS IS A DRAFT MESSAGE THAT WAS MODIFIED - Message (Plain Text) (Read-Only)

File Edit View Insert Format Tools Actions Help

File Edit Verify View Move Config Tools Help

From... To... Cc... Subject: -THIS IS A

UNCLAS MSGID/GENADMIN/ SUBJ/-THIS IS A

REF/A/LTR/MARFC AMPN/Please cre

NARR/Reference POC/STUDENT 12/

RMKS/1. This n all of the stud

modify the "frc FORTEZZA card)

2. Later this

//

MSGID /GENADMIN/-DMS CLASS TEST COMMAND

SUBJ /-THIS IS A DRAFT MESSAGE THAT WAS MODIFIED

REF /A/LTR/MARFORRES/0123152NOV2000

AMPN /Please create this message in November 2000

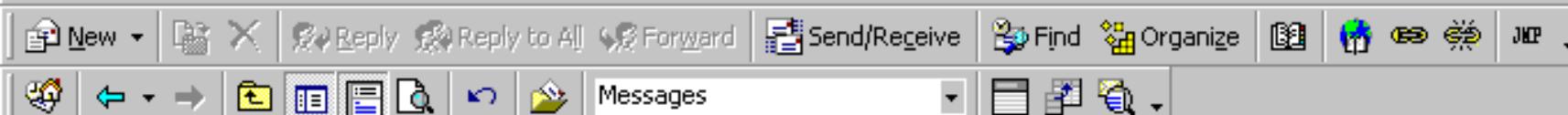
JMP

The message text will replace the currently selected text in the associated Outlook form. Click OK to continue or CANCEL to cancel the operation.

OK Cancel

Start Class Drafter - Microsoft O... Microsoft PowerPoint - [Pu... -THIS IS A DRAFT MESS... F002 - GENADMIN U... 9:30 AM

File Edit View Favorites Tools Actions Help



Inbox

Folder List

- Outlook Today - [Mailbox - student]
 - Calendar
 - Contacts
 - Deleted Items (2)
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- Public Folders
 - Favorites
 - All Public Folders
 - Class Drafter
 - Internet Newsgroups
 - MAIL MESSAGES

-THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER//

This message has not been sent.

From...

To... TEST05(n)

Cc...

Subject: -THIS IS A DRAFT MESSAGE TO SAVE AND RELEASE LATER//

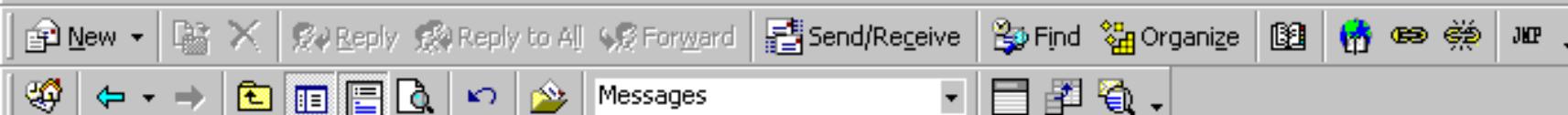
UNCLAS
MSGID/GENADMIN/-DMS CLASS TEST
COMMAND//
SUBJ/-THIS IS A DRAFT MESSAGE TO SAVE
AND RELEASE LATER//
REF/A/LTR/MARFORRES/012315ZNOV2000//
AMPN/Please create this message in

in this view.

Selected.

0 Items

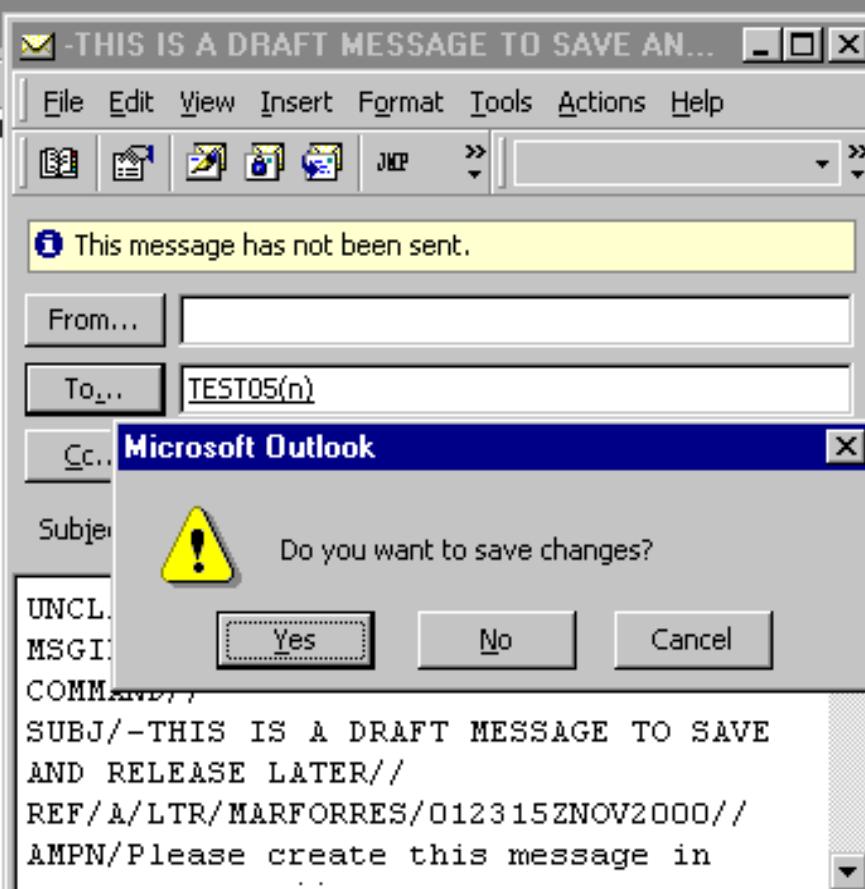
File Edit View Favorites Tools Actions Help



Inbox

Folder List

- Outlook Today - [Mailbox - student]
 - Calendar
 - Contacts
 - Deleted Items (2)
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- Public Folders
 - Favorites
 - All Public Folders
 - Class Drafter
 - Internet Newsgroups
 - MAIL MESSAGES



0 Items

File Edit Verify View Move Config Tools Help



EXER / [REDACTED] //

OPER / [REDACTED] //

MSGID / GENADMIN/DMS TEST COMMAND //

SUBJ / SAMPLE DMS MESSAGE //

REF / A/LTR/COMMTESTCOM/2500012JAN2000 //

AMPN / REF A IS A LETTER DESCRIBING THE NEW NAVY TEST POLICY //

NARR / [REDACTED] //

POC / JOHN Q. PUBLIC/CIVILIAN/DMS TEST COMMAND/LOC:WASHINGTON DC/TEL:(20 //

AKNLDG / [REDACTED] //

RMKS / 2. THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG. //

DECL / [REDACTED] //

Continue ➔

File Edit View Go Tools Actions Help



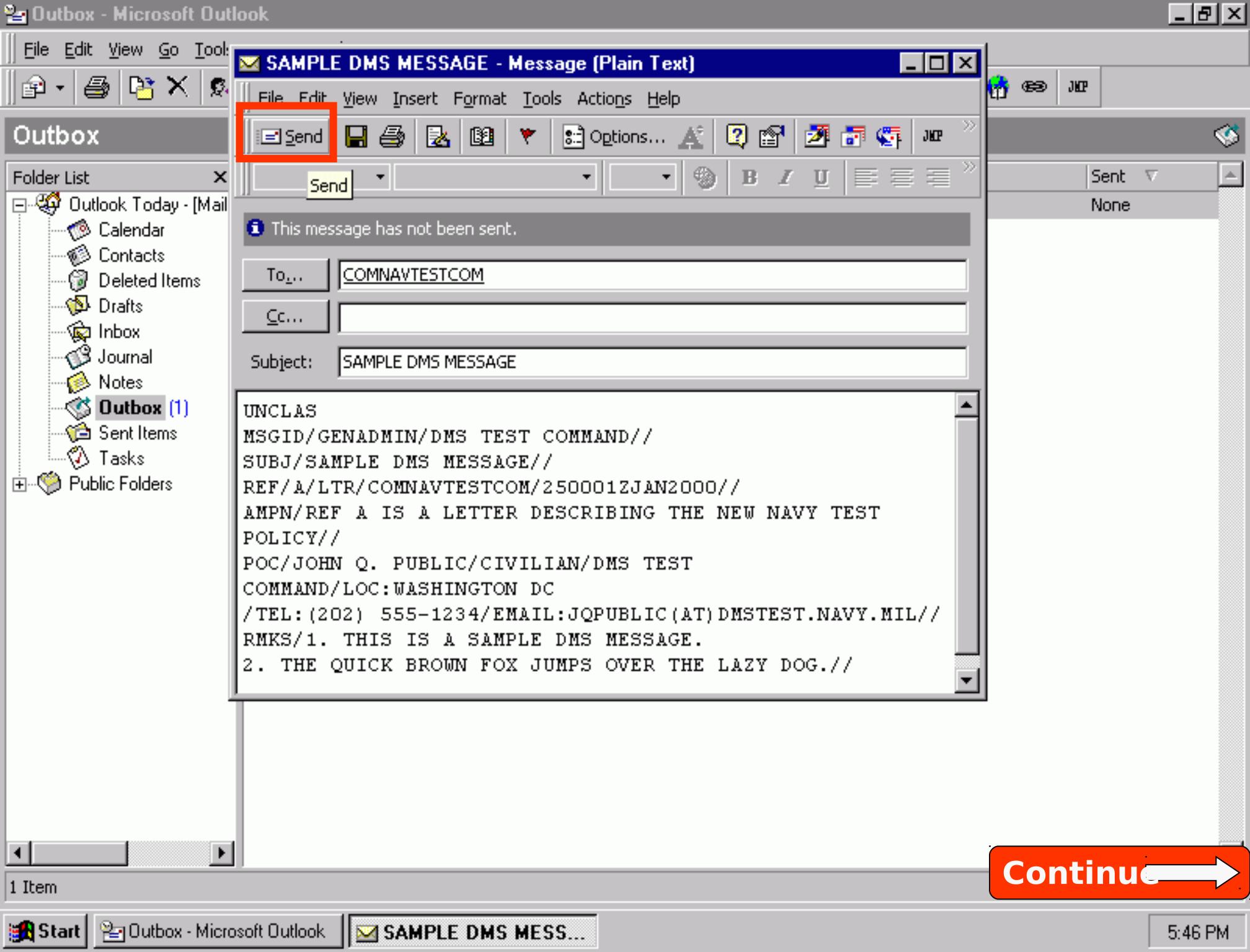
Outbox

Folder List	X	To	Subject	Sort
Outlook Today - [Mail]	Outlook Today - [Mail]	↓	COMNAVTEST... SAMPLE DMS MESSAGE	None

- Outlook Today - [Mail]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - Inbox
 - Journal
 - Notes
 - Outbox (1)**
 - Sent Items
 - Tasks
- + Public Folders

1 Item

Continue →



Continue 

File Edit View Go Tools Actions Help



Reply Reply to All Forward



Send and Receive



Find Organize



Help

IMAP

Inbox

Folder List x

- Outlook Today - [Mail]
 - Calendar
 - Contacts
 - Deleted Items
 - Drafts
 - **Inbox**
 - Journal
 - Notes
 - Outbox
 - Sent Items
 - Tasks
- + Public Folders

! Open Save Print Find From Subject Received

There are no items to show in this view.

No items are currently selected.

0 Items

Continue

File Edit View Go Tools Actions Help

New
Open
Close All ItemsSave As...
Save AttachmentsFolder
Import and Export...
Archive...Page Setup
Print Preview
Print... Ctrl+PExit
Exit and Log Off

Reply Reply to All Forward Send and Receive Find Organize Help Check for updates Import/Export

From Subject

Received

There are no items to show in this view.

No items are currently selected.

Continue

0 Items



My Computer COE_MP_UI



Network
Neighborhood



JMPS



Recycle Bin



NT_Install



Microsoft
Outlook



Internet
Explorer

Continue



CMP Quick Reference

- In each Field click once, Hit enter to expand all of the options for that particular field.
- If a set has fields which you do not require, put a “-” in place of text to appease the program.
- If you do not know what the program is asking for, right click in the particular field and select new options.



CMP / JMPS

The



End

CMP / JMPS Training
using Windows NT



CONCLUSION



Additional Sources of Information

- This presentation has shown you the basics of DMS configuration and usage. Below are some additional sources of information
- Documentation on DMS User Agent CDROM
 - Client Reference Guide (crg.doc)
 - Installation Instructions (install.doc)
 - Non-Delivery Notice Guide (ndn-summ.doc)
- When DMS is installed on a computer, the same documents that are listed above can be found at C:\DMS\DOCS



Additional Sources of Information

- Your Local Control Center
 - Here at Quantico it is the DMS Control Center
 - COMM 703-784-2111/DSN 278-2111/FAX 703-784-2001
 - SMB Quantico G6 DMS Help Desk (helpdeskdmss@nt.quantico.usmc.mil)
 - <http://www.quantico.usmc.mil/g6/dmscc>
- Service DMS Web Sites
 - <https://www.noc.usmc.mil/Secure/DMS>
 - <http://dmsweb.belvoir.army.mil>
 - <http://www.dmshelp.navy.mil>



Additional Sources of Information

- DISA's DMS Web Site
 - *excellent* <http://www.disa.mil/apps/apm/>
excellent
- Lockheed Martin's DMS Web Site
 - <http://www.lmdms.com>
- Fortezza Drive Manufacturers
 - <http://www.litronics.com>



Who to Go to For Help?

- Your first step is NOT the DMS Control Center!!!!
- First and LAST step, is your DMS ISC. Numbers are posted on the DMSCC web site.
- <http://www.quantico.usmc.mil/g6/dmscc>



QUESTIONS?